

#### **PRNC Amount Due**

Holly Wolcott <holly.wolcott@lacity.org>

To: Grayce Liu <grayce.liu@lacity.org>, Leah Chu <leah.chu@lacity.org>

Tue, Jan 3, 2017 at 4:26 PM

FYI...

Good News

----- Forwarded message -----

From: "Petty Santos" <petty.santos@lacity.org>

Date: Jan 3, 2017 4:04 PM Subject: PRNC Amount Due

To: "Shannon Hoppes" <shannon.hoppes@lacity.org>, "Holly Wolcott" <holly.wolcott@lacity.org>, "John Chavez"

<john.chavez@lacity.org>, "Leyla Campos" <leyla.campos@lacity.org>

Cc:

FYI. Just received a cashier's check via FedEx from Mr. O'Rourke for \$10,590.18.

Petty F. Santos

Email: petty.santos@lacity.org

Phone: 213-978-1101

**Division Chief** Office of the City Clerk

City of Los Angeles

200 North Spring Street, Rm. 226

Los Angeles, CA 90012



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## **PRNC Amount Due**

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <holly.wolcott@lacity.org> Cc: "Leah.Chu" <leah.chu@lacity.org>

Tue, Jan 3, 2017 at 6:18 PM

Woo hoo!

Best,

Grayce Liu General Manager

Department of Neighborhood Empowerment 200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



## Re: DWP Commission Not On Online List To File Community Impact Statements???

Grayce Liu <grayce.liu@lacity.org>

Thu, Jan 5, 2017 at 1:34 PM

To: Holly Wolcott <holly.wolcott@lacity.org>

Cc: Glenn Bailey <glennbaileyncs@gmail.com>, Lorenzo Briceno <lorenzo.briceno@lacity.org>, Mike Fong <mike.fong@lacity.org>, "LA Neighborhood Council Coalition (LANCC)" <LANCC@empowerla.org>, NC Sustainability Alliance < NCSA@empowerla.org>

Hi, Holly,

Thanks for very much for the follow up on this. I'll make sure that our folks contact Richard if there are any issues.

Thanks, Glenn!

Best,

Grayce Liu General Manager

#### Department of Neighborhood Empowerment

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## Re: DWP Commission Not On Online List To File Community Impact Statements???

Holly Wolcott <holly.wolcott@lacity.org>

Thu, Jan 5, 2017 at 1:08 PM

To: Glenn Bailey <glennbaileyncs@gmail.com>

Cc: Lorenzo Briceno <lorenzo.briceno@lacity.org>, Mike Fong <mike.fong@lacity.org>, Grayce Liu <grayce.liu@lacity.org>, "LA Neighborhood Council Coalition (LANCC)" <LANCC@empowerla.org>, NC Sustainability Alliance <NCSA@empowerla.org>

Yes, we have discussed intermally. It is actually DONE that has the ability and responsibility to handle the request you have made. (We built the system and then turned it over to them.) The individual who used to do it for them may no longer be there. My Systems people have left a message for Lorenzo but basically DONE has to decide who is handling and we can talk them through it. If it were on one of our systems, we would just do it for them. At least this is my understanding. Anyway, Lorenzo or Mike call Richard Truong on my staff. You all just need to decide which person up thee is handling for you.

H



## Re: DWP Commission Not On Online List To File Community Impact Statements???

Holly Wolcott <holly.wolcott@lacity.org>

Thu, Jan 5, 2017 at 10:40 AM

To: Glenn Bailey <glennbaileyncs@gmail.com>

Cc: Lorenzo Briceno <lorenzo.briceno@lacity.org>, Mike Fong <mike.fong@lacity.org>, Grayce Liu <grayce.liu@lacity.org>, "LA Neighborhood Council Coalition (LANCC)" <LANCC@empowerla.org>, NC Sustainability Alliance <NCSA@empowerla.org>

Brian, Shannon and I don't recall being asked but we will follow-up. [Quoted text hidden]



Holly L. Wolcott

Email: holly.wolcott@lacity.org

Phone: 213-978-1020

## City Clerk

City of Los Angeles 200 North Spring Street, Rm. 360 Los Angeles, CA 90012







## Minutes from Today's NC Funding Union Bank Discussion

Grayce Liu <grayce.liu@lacity.org>
To: Holly Wolcott <holly.wolcott@lacity.org>

Fri, Jan 6, 2017 at 11:27 AM

Thanks, Holly!

Best,

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Tue, Jan 10, 2017 at 12:36 PM

### Fwd: Question from KPCC reporter

Grayce Liu <grayce.liu@lacity.org>

To: Holly Wolcott <holly.wolcott@lacity.org>

Cc: Stephen Box <stephen.box@lacity.org>, Armando Ruiz <armando.ruiz@lacity.org>

Thanks, Holly! We won't follow up then.

Best,

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

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#### CD 12 Letter Re: PRNC

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <Holly.Wolcott@lacity.org>

Thu, Jan 12, 2017 at 10:44 AM

Hi, Holly,

Hope all is well. Wasn't sure if you saw this letter. Will check to see if CM is going send one to the DA, too.

Best,

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

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Englander Letter to City Attorney RE-PRNC Funds 1-10-17.pdf 224K



January 10, 2017

City Attorney Mike Feuer Los Angeles City Attorney James K. Hahn City Hall East, Suite 800 Los Angeles, CA 90012

Dear City Attorney Feuer:

In November 2016, my office became aware of serious discrepancies and questionable expenditures on the part of the former Treasurer of the Porter Ranch Neighborhood Council Sean O'Roarke totaling approximately \$27,381.35. I am formally requesting that your office prosecute Mr. O'Roarke to the fullest extent of the law for this theft of taxpayer funds.

While Mr. O'Roarke has returned the funds to the City of Los Angeles, this behavior simply cannot go unpunished. This amount is nearly 75% of the annual allotment of funds for the Porter Ranch Neighborhood Council. We must send a clear message that this type of abuse cannot be tolerated by those elected by their peers to serve the community.

Additionally, my office will be submitting a motion this week asking for the immediate transfer of these funds back into the Porter Ranch Neighborhood Council Annual Budget from the Neighborhood Council Trust Fund.

Thank you for your consideration. If you have any further questions, please feel free to contact my Chief of Staff John Lee at (213) 473-7012.

Sincerely,

Council President Pro-Tempore
Councilmember, Twelfth District



#### CD 12 Letter Re: PRNC

Holly Wolcott <holly.wolcott@lacity.org> To: Grayce Liu <grayce.liu@lacity.org>

Thu, Jan 12, 2017 at 11:18 AM

Thats nice but its a D.A. matter. [Quoted text hidden]



#### CD 12 Letter Re: PRNC

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <holly.wolcott@lacity.org>

Thu, Jan 12, 2017 at 12:10 PM

Yes, so I'm wondering why he wrote it to CA. You wanna tell him it's for the DA to handle?

Best,

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

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#### CD 12 Letter Re: PRNC

**Holly Wolcott** <holly.wolcott@lacity.org>
To: Grayce Liu <grayce.liu@lacity.org>

Thu, Jan 12, 2017 at 12:15 PM

Nope.



#### CD 12 Letter Re: PRNC

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <holly.wolcott@lacity.org>

Thu, Jan 12, 2017 at 12:33 PM

:)

Best,

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

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#### Fwd: porter ranch follow up

3 messages

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <Holly.Wolcott@lacity.org>

Thu, Jan 12, 2017 at 12:09 PM

FYI - from a stakeholder

Best,

Gravce Liu General Manager

#### Department of Neighborhood Empowerment

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----- Forwarded message -----

From: Judith Daniels <judi13@gmail.com>

Date: Thu, Jan 12, 2017 at 11:38 AM Subject: porter ranch follow up

To: Grayce Liu < Grayce.Liu@lacity.org>

#### Grayce,

Mitch has asked Mike Feuer to prosecute Sean O'Roarke to the maximum extent of the law.

The sparse audience at the meeting last night seemed very dissatisfied with the information provided by the council. I thought Issim (president) and Andrew (treasurer) were too vague. They sounded like they were avoiding giving information rather than that they didn't know the facts. Issim did emphasize that all the information they had was public so any board member could say whatever they wanted. A couple of board members took a swipe at the previous board members and how something like this happened. Some of the board seemed more concerned about getting the \$27,000 back into the PRNC account than about how the money was misused.

They will probably hold a special meeting to discuss this topic when the investigation is complete -- or when they have more info to talk about.

I haven't seen any morning papers but it didn't appear that any reporters attended. They had an unusually small crowd, even though they were voting on (another) board vacancy.

judi

Holly Wolcott <holly.wolcott@lacity.org> To: Grayce Liu <grayce.liu@lacity.org>

Thu, Jan 12, 2017 at 12:16 PM

Thanks.

[Quoted text hidden]

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <holly.wolcott@lacity.org>

Thu, Jan 12, 2017 at 12:33 PM

No prob!

Best.

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

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## Invitation: Harbor Alliance of Neighborhood Council Meeting @ Wed Feb 1, 2017 6:30pm - 8:30pm (Holly Wolcott)

1 message

Grayce Liu <grayce.liu@lacity.org> Reply-To: Grayce Liu <grayce.liu@lacity.org> To: holly.wolcott@lacity.org, stephen.box@lacity.org Tue, Jan 24, 2017 at 4:35 PM

#### Harbor Alliance of Neighborhood Council Meeting

more details »

For more information, please contact: hanc639@yahoo.com

When

Wed Feb 1, 2017 6:30pm - 8:30pm Pacific Time

Where

Kaiser Permanente Way Harbor City - Community Outreach Portables, 25965 Normandie Ave. Harbor

City 90710 (map)

Calendar Holly Wolcott

Who

- · grayce.liu@lacity.org organizer
- stephen.box@lacity.org
- · Holly Wolcott

Going? Yes - Maybe - No more options »

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## Invitation: Los Angeles Neighborhood Council Coalition Meeting @ Sat Feb 4, 2017 10am - 1pm (Holly Wolcott)

1 message

Grayce Liu <grayce.liu@lacity.org> Reply-To: Grayce Liu <grayce.liu@lacity.org> To: holly.wolcott@lacity.org

Tue, Jan 24, 2017 at 4:35 PM

#### Los Angeles Neighborhood Council Coalition Meeting

more details »

When

Sat Feb 4, 2017 10am - 1pm Pacific Time

Where

For meeting location please go to http://www.lancc.org/ (map)

Calendar Holly Wolcott

Who

- grayce.liu@lacity.org organizer
- · Holly Wolcott

Going? Yes - Maybe - No more options »

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## Invitation: Valley Alliance of Neighborhood Councils Meeting @ Thu Feb 9, 2017 6:30pm - 9pm (Holly Wolcott)

1 message

Grayce Liu <grayce.liu@lacity.org> Reply-To: Grayce Liu <grayce.liu@lacity.org> To: holly.wolcott@lacity.org

Tue, Jan 24, 2017 at 4:35 PM

#### Valley Alliance of Neighborhood Councils Meeting

more details »

Thu Feb 9, 2017 6:30pm - 9pm Pacific Time

Where

Sherman Oaks Hospital, 4929 Van Nuys Blvd., doctor's conference room (map)

Calendar Holly Wolcott

Who

- · Grayce Liu organizer
- Holly Wolcott

Going? Yes - Maybe - No more options »

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## Invitation: Westside Regional Alliance of Councils Monthly Meeting @ Wed Feb 15, 2017 8:30am - 10am (Holly Wolcott)

1 message

Grayce Liu <grayce.liu@lacity.org> Reply-To: Grayce Liu <grayce.liu@lacity.org> To: holly.wolcott@lacity.org

Tue, Jan 24, 2017 at 4:37 PM

#### Westside Regional Alliance of Councils Monthly Meeting

more details »

http://westsidecouncils.org jrsdeli.com 310-475-5771

When

Wed Feb 15, 2017 8:30am - 10am Pacific Time

Where

Lenny's Deli, 2379 Westwood Blvd, 90064 (map)

Calendar

Holly Wolcott

Who

- grayce.liu@lacity.org organizer
- Holly Wolcott

Going? Yes - Maybe - No more options »

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	2K



## Invitation: South Los Angeles Alliance of Neighborhood Councils Meeting @ Thu Feb 16, 2017 6:30pm - 8:30pm (Holly Wolcott)

1 message

Grayce Liu <grayce.liu@lacity.org> Reply-To: Grayce Liu <grayce.liu@lacity.org> To: holly.wolcott@lacity.org

Tue, Jan 24, 2017 at 4:37 PM

### South Los Angeles Alliance of Neighborhood Councils Meeting

more details »

When

Thu Feb 16, 2017 6:30pm - 8:30pm Pacific Time

Where

Community Health Councils - 3731 Stocker - Suite 201, Los Angeles CA 90008 (map)

Calendar Holly Wolcott

Who

- · grayce.liu@lacity.org organizer
- Holly Wolcott

Going? Yes - Maybe - No more options »

Invitation from Google Calendar

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## Invitation: Alliance of River Communities (ARC) @ Mon Feb 20, 2017 7pm - 9pm (Holly Wolcott)

1 message

Grayce Liu <grayce.liu@lacity.org> Reply-To: Grayce Liu <grayce.liu@lacity.org> To: holly.wolcott@lacity.org

Tue, Jan 24, 2017 at 4:38 PM

#### Alliance of River Communities (ARC)

more details »

The public is welcome and the participating Neighborhood Councils are Arroyo Seco, Atwater Village, Boyle Heights, Eagle Rock, Elysian Valley Riverside, Glassell Park, Greater Cypress Park, Greater Echo Park Elysian, Historic Highland Park, LA-32, Lincoln Heights, Los Feliz, Rampart Village, and Silver Lake.

When

Mon Feb 20, 2017 7pm - 9pm Pacific Time

Where

Glassell Park Senior and Community Center, 3750 Verdugo Road Los Angeles, CA 90065 (map)

Calendar Holly Wolcott

Who

- grayce.liu@lacity.org organizer
- · Holly Wolcott

Going? Yes - Maybe - No more options »

Invitation from Google Calendar

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#### **Alliance Confirmations**

3 messages

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <Holly.Wolcott@lacity.org> Tue, Jan 24, 2017 at 4:35 PM

Hi, Holly,

Hope all is well. I just wanted to confirm that we are on the agenda for the following alliances in February to discuss elections and funding: HANC, LANCC, VANC, and WRAC. Alliance of River Communities has not been meeting, but I think they will rally on February 20th for us to be there. It is a holiday though. I'm still waiting on South LA Alliance of Neighborhood Councils confirmation.

I'll send you calendar appointments for all of them. I'll be flying back from Maryland on the night of the HANC so Stephen will be there to present on the election report.

Please let me know if you have any questions. Have a great evening!

Best.

Grayce Liu General Manager

#### Department of Neighborhood Empowerment

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Holly Wolcott <holly.wolcott@lacity.org> To: Grayce Liu <grayce.liu@lacity.org>

Tue, Jan 24, 2017 at 4:39 PM

Thank you so much. I really appreciate you arranging. [Quoted text hidden]



Holly L. Wolcott

Email: holly.wolcott@lacity.org

Phone: 213-978-1020





### City Clerk

City of Los Angeles 200 North Spring Street, Rm. 360 Los Angeles, CA 90012

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <holly.wolcott@lacity.org>

Tue, Jan 24, 2017 at 4:42 PM

No problemo! SLANNC just confirmed so we are only waiting on ARC.

Best,

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

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### Neighborhood Council Unauthorized Website Vendor

1 message

Grayce Liu <grayce.liu@lacity.org>

Thu, Jan 26, 2017 at 4:10 PM

To: Mitchell Englander <mitch@lacity.org>

Cc: John Lee <john.s.lee@lacity.org>, Holly Wolcott <Holly.Wolcott@lacity.org>, Darren Martinez

<Darren.Martinez@lacity.org>

Hi, Councilmember Englander,

I hope this email finds you well. Attached please find the information you requested yesterday about Neighborhood Councils using Aaron DeVandry. I will be working with Holly's Neighborhood Council funding staff to freeze those Neighborhood Councils still using Mr. DeVandry's services by tomorrow.

I have also updated Darren Martinez, who is the Managing Deputy City Attorney of the Neighborhood Council Advice Division, on your legal concerns, and he is happy to speak with you about them. He is copied on this email, and his direct line is 978-8197.

Please let me know if you have any other questions or concerns.

Best.

Gravce Liu General Manager

#### **Department of Neighborhood Empowerment**

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NC Unauthorized Website Vendor Report 012617.pdf 1170K

# CITY OF LOS ANGELES

BOARD OF NEIGHBORHOOD COMMISSIONERS

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Joy Atkinson

Maggie Darett-Quiroz Josh LaFarga Eli Lipmen Eve Sinclair Debra Wehbe



Eric Garcetti MAYOR DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

> 20th FLOOR, CITY HALL 200 NORTH SPRING STREET LOS ANGELES, CA 90012

TELEPHONE: (213) 978-1551 TOLL-FREE: 3-1-1 FAX: (213) 978-1751 E-MAIL: done@lacity.org

GRAYCE LIU GENERAL MANAGER

www.EmpowerLA.org

January 26, 2017

TO:

Councilmember Mitch Englander

Council District 12

FROM:

Grayce Liu, General Manager,

Department of Neighborhood Empowerment

SUBJECT: Neighborhood Councils Using of Unauthorized Website Vendor

On November 16, 2016, the Department of Neighborhood Empowerment sent letters to Neighborhood Councils that were continuing to use Aaron DeVandry's unauthorized website services despite multiple announcements of the City's contracted website vendors. The letters provided the deadline of December 15, 2016 for Neighborhood Councils to move their web services. These letters (Attachment A) were sent to the six Neighborhood Councils we determined via funding records to still be using Mr. DeVandry's services after consultation with the City Attorney's Office:

- Arleta Neighborhood Council
- Canoga Park Neighborhood Council
- LA32 Neighborhood Council
- Lake Balboa Neighborhood Council
- Northridge South Neighborhood Council
- Pacoima Neighborhood Council

While the Mission Hills Neighborhood Council was also still using Mr. DeVandry's services, they were in Exhaustive Efforts with funds frozen except for ongoing meeting expenses. Because they were conducting outreach for their selection tomorrow, the Department will end Mr. DeVandry's website services as soon as the new board is selected as we did not want a disruption to their website during the outreach period.

On November 17, 2016, the Department also sent Mr. DeVandry a cease and desist letter (Attachment B) demanding that he stop providing website services to the Neighborhood Councils. Mr. DeVandry asked if he could still host websites, and upon City Attorney confirmation, Department staffer, Jeff Brill, told him that he could host the websites at no more than \$10/month. The Department has had an ongoing issue with Mr. DeVandry providing incorrect information of conversations he has had with our staff, such as telling Neighborhood Councils that they could continue using him if they just say that he is doing website hosting, but to still pay him the same amount, which is

DeVandry Report

Page 2 of 2

typically around \$175-\$250/month. When Neighborhood Councils have switched vendors, he is known to make it difficult for them to receive the passwords to their website. See Attachment C for Mr. DeVandry's emails.

On January 4, 2017, the Department requested the Office of the City Clerk to provide a list of Neighborhood Councils that were still paying Mr. DeVandry after the December 15, 2016 deadline, and we received information that the following amounts were paid:

- Granada Hills North Neighborhood Council \$1200
- LA 32 Neighborhood Council \$525
- Lake Balboa Neighborhood Council \$2000
- Mission Hills Neighborhood Council \$250

Mr. Brill was working with the City Clerk and Department Field staff to follow up on the invoices and with the other Neighborhood Councils to determine whether they had terminated Mr. DeVandry's services and whether these amounts were to close out the bills or ongoing. Mr. Brill confirmed that Lake Balboa Neighborhood Council prepaid Mr. DeVandry for the rest of the year in violation of not only our letter, but of Neighborhood Council funding rules against advance payments without approval. Also, Granada Hills North Neighborhood Council was not on the original list of Neighborhood Councils, and the \$1200 payment may be for unpaid bills.

Mr. Brill has been out on sick leave since January 9, 2017 so we have not been able to finalize and issue the letters to Neighborhood Councils to freeze funds. Between sick leave and vacancies, we are down 10 staff at the Department.

As of today, this is the status of the Neighborhood Councils:

- Arleta Neighborhood Council Funds will be frozen this week until they switch vendors, which they indicate will be at their February meeting
- Canoga Park Neighborhood Council Funds will be frozen this week until they switch vendors, which they indicate will be at their February meeting
- LA32 Neighborhood Council Funds will be frozen this week until they switch vendors, which they indicate will be at their February meeting
- Lake Balboa Neighborhood Council Funds will be frozen this week until they
  switch vendors and have Mr. DeVandry return the advance payment. The board
  is not open to switching vendors because they do not have knowledge of website
  issues. Department staff will assist them in interviewing new vendors.
- Granada Hills Neighborhood Council I have a call in to the President to determine what the \$1200 was for and will freeze funds if they have not switched vendors. They have indicated in the past that they would not switch vendors.
- Northridge South Neighborhood Council they voted for a new vendor in December
- Pacoima Neighborhood Council they agendized a new vendor for a January 10<sup>th</sup> special meeting. We are trying to confirm if action was taken. If not, their funds will be frozen.
- Mission Hills Neighborhood Council Department will switch website vendors once the new board is seated in February and votes on a contracted vendor

Please feel free to contact me if you have any other questions.

#### ATTACHMENT A

# CITY OF LOS ANGELES CALIFORNIA

BOARD OF NEIGHBORHOOD COMMISSIONERS

LEONARD SHAFFER

JOY ATKINSON

JOSH LAFARGA
ELI LIPMEN
MAGGIE DARETT-QUIROZ
EVE SINCLAIR
DEBRA WEHBE

Commission@Emposert.A.cog
TELEPHONE: (219) 978-1661

ERIC GARCETTI

EMPOWER LA"

DESCRIPTION OF THE PROPERTY OF TH

20<sup>TH</sup> FLOOR, CITY HALL 200 NORTH SPRING STREET LOS ANGELES, CA 90012

TELEPHONE: (213) 978-1551 TOLL-FREE: 3-1-1 FAX: (213) 978-1751 E-MAIL: Empowert Achtacky.org

> GRAYCE LIU GENERAL MANAGER

www.Empowerl.A.org

November 16, 2016

Arleta Neighborhood Council

SENT VIA EMAIL

Re: Use of Unauthorized Website Vendor

Dear Arleta Neighborhood Council:

It has come to the attention of the Department of Neighborhood Empowerment (Department) that your Neighborhood Council (NC) has continued using the services of a vendor for website design, maintenance and website hosting, Aaron DeVandry, who is not under contract with the Department.

All NC's were continuously updated of the new contracts associated with Website Services Vendors via the Department's weekly newsletter of February 2, 2015, March 9, 2015 and March 23, 2015. Also, once the Website Services Vendors contracts were signed and executed in April 2016, the name and contact information for the six (6) approved Website Services Vendors was also included in the Department' Monthly Profile of May 2016.

Your NC was notified via email on August 8, 2016 that Mr. DeVandry was not under contract with the Department and the continued use of services may not be paid for. Prior to this on March 10, 2015, your NC was provided a preliminary revised list of Website Services Vendors to contact to begin the process of transitioning over to one of the City approved Website Services Vendors.

Therefore, if your NC has not yet begun to switch to the approved Website Services Vendors, please agendize the switch within the next thirty (30) days. Mr. DeVandry does not have a contract with the City, and any Website Services he is currently performing will no longer be payable to him. Mr. DeVandry has been notified repeatedly by the Department that he does not have a contract with the Department/City and cannot continue to do work for the NCs. In order to prevent such an outcome, your NC's ongoing use of Mr. DeVandry's services will result in your NC's funds being frozen as well as possible placement into Exhaustive Efforts in order to remedy the Website Services matter.

All Website Services that Mr. DeVandry is currently providing for your NC must conclude by no later than December 15, 2016.

The Department has the following Website Design and Maintenance Vendors that you can chose from and that have been under contract with the City since April 2016:

Civic Resource Group - Gregory Curtain - (213) 225-1170 or <a href="mailto:grego:gre

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Moore Business Results – Wendy Moore - (818) 252-9399 or <a href="wmoore@moorebusinessresults.com">wmoore@moorebusinessresults.com</a>
Port Town Websites – Jill Fox - (310) 832-0836 or <a href="jill@porttownwebsites.com">jill@porttownwebsites.com</a>
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During the transfer process, your NC will likely need to retrieve the following information from Mr. DeVandry:

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- All templates (which would include logos, header graphics and so on)
- A complete backup of everything the NC currently has or has ever had on the site

If you need further assistance in making this transition, please contact me at <u>jeff.brill@lacity.org</u> or by calling (213) 978-1551.

Sincerely,

Jeffey S. Brill

Senior Management Analyst II

Cc: Melvin Canas, Neighborhood Empowerment Advocate

Leyla Campos, Director of NC Operations Janet Hernandez, NC Funding Representative

Mario Hernandez, NC Funding Manager

Elise Ruden, Deputy City Attorney

S Bull

Darren Martinez, Managing Deputy City Attorney

## CITY OF LOS ANGELES

CALIFORNIA



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MAGGIE DARETT-QUIROZ
EVE SINCLAIR
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TELEPHONE: (213) 978-1661



ERIC GARCETTI MAYOR EMPOWER LA\*

Department all
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20<sup>TI</sup> FLOOR, CITY HALL 200 NORTH SPRING STREET LOS ANGELES, CA 90012

TELEPHONE: (219) 978-1551 TOLL-FREE: 3-1-1 FAX: (213) 978-1751 E-MAIL: EmpowerLambachy.org

> GRAYCE LIU GENERAL MANAGER

www.Empowert.A.org

November 16, 2016

Canoga Park Neighborhood Council

SENT VIA EMAIL

Re: Use of Unauthorized Website Vendor

Dear Canoga Park Neighborhood Council:

It has come to the attention of the Department of Neighborhood Empowerment (Department) that your Neighborhood Council (NC) has continued using the services of a vendor for website design, maintenance and training, Aaron DeVandry, who is not under contract with the Department.

All NC's were continuously updated of the new contracts associated with Website Services Vendors via the Department's weekly newsletter of February 2, 2015, March 9, 2015 and March 23, 2015. Also, once the Website Services Vendors contracts were signed and executed in April 2016, the name and contact information for the six (6) approved Website Services Vendors was also included in the Department' Monthly Profile of May 2016.

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All Website Services that Mr. DeVandry is currently providing for your NC must conclude by no later than December 15, 2016.

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Sincerely,

Jeffrey S. Brill

Senior Management Analyst II

Cc: Kathleen Quinn, Neighborhood Empowerment Advocate Leyla Campos, Director of NC Operations Janet Hernandez, NC Funding Representative Mario Hernandez, NC Funding Manager

Elise Ruden, Deputy City Attorney

Malo

Darren Martinez, Managing Deputy City Attorney

## CITY OF LOS ANGELES

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> Commissional Empress I Apro TELEPHONE: (213) 978-1651



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GRAYCE LIU

www.EmpowerLA.org

November 16, 2016

LA32 Neighborhood Council

SENT VIA EMAIL

Re: Use of Unauthorized Website Vendor

Dear LA32 Neighborhood Council:

It has come to the attention of the Department of Neighborhood Empowerment (Department) that your Neighborhood Council (NC) has continued using the services of a vendor for website design, maintenance and training, Aaron DeVandry, who is not under contract with the Department.

All NC's were continuously updated of the new contracts associated with Website Services Vendors via the Department's weekly newsletter of February 2, 2015, March 9, 2015 and March 23, 2015. Also, once the Website Services Vendors contracts were signed and executed in April 2016, the name and contact information for the six (6) approved Website Services Vendors was also included in the Department' Monthly Profile of May 2016.

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Sincerely

Jeffrey S. Brill

Senior Management Analyst II

Cc: Thomas Soong, Neighborhood Empowerment Advocate

Mike Fong, Director of Policy and Government Relations

Mario Hernandez, NC Funding Manager Carmen Hawkins, Deputy City Attorney

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Darren Martinez, Managing Deputy City Attorney

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> GRAYCE LIU GENERAL MANAGER

www.Empowerl.A.org

November 16, 2016

Northridge South Neighborhood Council

SENT VIA EMAIL

Re: Use of Unauthorized Website Vendor

Dear Northridge South Neighborhood Council:

It has come to the attention of the Department of Neighborhood Empowerment (Department) that your Neighborhood Council (NC) has continued using the services of a vendor for website design, maintenance and training, Aaron DeVandry, who is not under contract with the Department.

All NC's were continuously updated of the new contracts associated with Website Services Vendors via the Department's weekly newsletter of February 2, 2015, March 9, 2015 and March 23, 2015. Also, once the Website Services Vendors contracts were signed and executed in April 2016, the name and contact information for the six (6) approved Website Services Vendors was also included in the Department' Monthly Profile of May 2016.

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Sincerely

Jeffrey/S. Brill/
Senior Management Analyst II

Cc: Kathleen Quinn, Neighborhood Empowerment Advocate

Leyla Campos, Director of NC Operations Janet Hernandez, NC Funding Representative Mario Hernandez, NC Funding Manager

Elise Ruden, Deputy City Attorney

Darren Martinez, Managing Deputy City Attorney

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GRAYCE LIU

www.Empowerl.A.org

November 16, 2016

Lake Balboa Neighborhood Council

SENT VIA EMAIL

Re: Use of Unauthorized Website Vendor

Dear Lake Balboa Neighborhood Council:

It has come to the attention of the Department of Neighborhood Empowerment (Department) that your Neighborhood Council (NC) has continued using the services of a vendor for website design, maintenance and training, Aaron DeVandry, who is not under contract with the Department.

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Sincerely,

Jeffrey/S. Brill

Senior Management Analyst II

Cc:

Barry Stone, Neighborhood Empowerment Advocate

Leyla Campos, Director of NC Operations

Janet Hernandez, NC Funding Representative

Mario Hernandez, NC Funding Manager Elise Ruden, Deputy City Attorney

Darren Martinez, Managing Deputy City Attorney

#### CITY OF LOS ANGELES

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E-MAIL: Empower Achiever org

GRAYCE LIU

www.Empowerl.A.org

November 16, 2016

Pacoima Neighborhood Council

SENT VIA EMAIL

Re: Use of Unauthorized Website Vendor

Dear Pacoima Neighborhood Council:

It has come to the attention of the Department of Neighborhood Empowerment (Department) that your Neighborhood Council (NC) has continued using the services of a vendor for website design, maintenance and training, Aaron DeVandry, who is not under contract with the Department.

All NC's were continuously updated of the new contracts associated with Website Services Vendors via the Department's weekly newsletter of February 2, 2015, March 9, 2015 and March 23, 2015. Also, once the Website Services Vendors contracts were signed and executed in April 2016, the name and contact information for the six (6) approved Website Services Vendors was also included in the Department' Monthly Profile of May 2016.

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Therefore, if your NC has not yet begun to switch to the approved Website Services Vendors, please agendize the switch within the next thirty (30) days. Mr. DeVandry does not have a contract with the City, and any Website Services he is currently performing will no longer be payable to him. Mr. DeVandry has been notified repeatedly by the Department that he does not have a contract with the Department/City and cannot continue to do work for the NCs. In order to prevent such an outcome, your NC's ongoing use of Mr. DeVandry's services will result in your NC's funds being frozen as well as possible placement into Exhaustive Efforts in order to remedy the Website Services matter.

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Sincerely,

Cc:

Jeffrey/S/Brill Senior Management Analyst II

> Barry Stone, Neighborhood Empowerment Advocate Leyla Campos, Director of NC Operations

Janet Hernandez, NC Funding Representative

Mario Hernandez, NC Funding Manager

Elise Ruden, Deputy City Attorney

Darren Martinez, Managing Deputy City Attorney

#### ATTACHMENT B

### CITY OF LOS ANGELES

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GRAYCE LIU GENERAL MANAGER

www.Empowerl.A.org

November 17, 2016

#### SENT VIA EMAIL AND CERTIFIED MAIL/RETURN RECEIPT

Mr. Aaron DeVandry 3912 Riviera Grv, Apt 102 Colorado Springs, CO 80922 aaron.devandry@gmail.com

Re: Unauthorized Use of Your Website Design, Maintenance and Training Services

Dear Mr. DeVandry:

It has come to the attention of the Department of Neighborhood Empowerment (Department) that you are continuing to provide services to the Neighborhood Councils (NC) even though you do not have a contract with the Department.

As you are aware, the six (6) Website Services Vendors contracts were signed and executed in April 2016 and you are not one of them.

Therefore, the NC's that you are providing services for must begin to switch to an approved Website Services Vendors. As you do not have a contract with the City, any Website Services you are currently performing will no longer be able to be paid to you. You have been notified repeatedly by the Department that you do not have a contract with the Department/City and cannot continue to do work for the NCs, either directly or indirectly. In order to prevent such an outcome of not being paid for your services, you must cease and desist doing work for the NC's. If the NC's continue to use your services, it would result in those NC's funds being frozen as well as possible placement into Exhaustive Efforts in order for the Department to remedy the Website Services matter and still, you will not be able to get paid.

We trust that you will use your best efforts as a business professional to insure the successful transition of the websites you handle.

All Website Services that you are currently providing to the following NC's must conclude by no later than December 15, 2016. Here are the NC's that you are providing website services to:

Arleta Neighborhood Council Canoga Park Neighborhood Council LA32 Neighborhood Council

Page 2 of 2 Web Designer Notice November 15, 2016

Lake Balboa Neighborhood Council Mission Hills Neighborhood Council Northridge South Neighborhood Council Pacoima Neighborhood Council

During the transfer process, your will need to provide the NC and the Department the following information:

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Sincerely,

Senior Management Analyst II

#### ATTACHMENT C



Jeff Brill <jeff.brill@lacity.org>

#### Web Hosting

Aaron DeVandry <aaron.devandry@gmail.com>

Thu, Nov 17, 2016 at 5:06 PM

To: Jeff Brill <jeff.brill@lacity.org>

Cc: Leyla Campos <a href="mailto:leyla.campos@lacity.org">lacity.org</a>, Janet Hernandez <a href="mailto:janet.a.hernandez@lacity.org">janet.a.hernandez@lacity.org</a>, Mario Hernandez <a href="mailto:martinez@lacity.org">martinez@lacity.org</a>, Elise Ruden <a href="mailto:self-uinn@lacity.org">self-uinn@lacity.org</a>, Darren Martinez <a href="mailto:darren.martinez@lacity.org">darren.martinez@lacity.org</a>, Kathleen Quinn <a href="mailto:kathleen.quinn@lacity.org">kathleen.quinn@lacity.org</a>

You said I could not be paid for anything other than hosting, which, then, would be the same capacity that it has been.

I will reply to the blind carbon copies to explain this to them further when you do the same to explain that what you sent to them yesterday was incorrect.

**Aaron DeVandry** 

Cell: 818-613-8261

aaron.devandry@gmail.com

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On Thu, Nov 17, 2016 at 6:01 PM, Jeff Brill <jeff.brill@lacity.org> wrote: Hi Aaron.

For clarification purposes what you have stated that we discussed is not entirely correct.

What I stated in answering your question was that you can "Host" the NC's websites **only** and that you cannot provide other website services for them including design, maintenance or training as it violates the contracts we have in place with the 6 City approved Vendors. I never stated that you are "allowed to continue working with the NC's in the same capacity as you have been". This would violate the existing 6 City contracts and I would never state that.

Please be advised that just because you put "Hosting" on your monthly invoices doesn't necessarily mean that you are just "Hosting" their websites.

Lastly, as you blind copied of all of the Neighborhood Council's on the e-mail you sent to us, please clarify with them what you can and can't do for them.

Jeff

On Thu, Nov 17, 2016 at 4:40 PM, Aaron DeVandry <aaron.devandry@gmail.com> wrote: Hello EmpowerLA and Neighborhood Council Volunteers,

I would like to set the record straight and explain some miscommunication that was sent to you yesterday.

Per my phone call today with Mr. Jeff Brill, I am allowed to continue working with you in the same capacity as I have been. The City has no ruling against me hosting your website, which is exactly what is listed on my monthly invoices to you and what you have been paying for.

If you have any further questions, feel free to call, text, or email me using the info below. Thanks, It is an honor to be your web hosting provider and to work closely with you to make your neighborhoods better.

Aaron DeVandry Cell: 818-613-8261 aaron.devandry@gmail.com

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Jeffrey S. Brill Senior Management Analyst II

**Department of Neighborhood Empowerment** 14410 Sylvan Street Suite 401 Van Nuys, CA 91401 Office: (818) 374-9892 Fax: (818) 374-9977 \*\*\*\*\*\*

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\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* EMPOWER NEICHBORHOOD EMPOWERMEN

Empower Yourself. Empower Your Community. Empower LA.



Grayce Liu <grayce.liu@lacity.org>

#### Fwd: Re: Access password, etc. for our site.

Kathleen Quinn <kathleen.quinn@lacity.org>

Mon, Jan 23, 2017 at 12:09 PM

To: "armando.ruiz" <armando.ruiz@lacity.org>

Cc: Grayce Liu <grayce.liu@lacity.org>, Semee Park <Semee.Park@lacity.org>

Hello Armando.

I hope you are having a good Monday afternoon. Please see the below correspondence from Northridge South and Aaron DeVandry. He is refusing to provide the login information after they have switched vendors.

Please let me know the best way to proceed.

From: jashjian6 <jashjian6@gmail.com> Date: Sat, Jan 21, 2017 at 8:13 PM

Subject: Fwd: Re: Access password, etc. for our site.

To: Sal Pelaez <salvador.pelaez@yahoo.com>, KATHLEEN QUINN <Kathleen.Quinn@lacity.org>

This is the latest update regarding the website from Aaron.

Sal, can you see what date your records show as the earliest date we started requesting this information from Aaron. I believe it has been several months.

Thanks.

Jim

Sent from my Verizon, Samsung Galaxy smartphone

Original message ———

From: Aaron DeVandry <aaron.devandry@gmail.com>

Date: 1/21/17 2:46 AM (GMT-08:00)

To: JAMES ASHJIAN <jashjian6@gmail.com>, Salvador Pelaez <salvador.pelaez@yahoo.com>

Subject: Re: Access password, etc. for our site.

Hi James.

"You chose not to conform to their rules which resulted in this change." That is completely false. Jeff Brill at EmpowerLA literally told NC Webmasters at the time of the RFP two years ago that that should not submit the RFP. In fact that directive is still on the EmpowerLA website. The problem is that I conformed to their rules EXACTLY and then they disregarded their own rules.

I'm disappointed that NSNC has decided to move on to another web vendor. As I told both you and Sal, I would maintain your site for free. It seems my plan, which has been okayed by EmpowerLA, was ignored. That's troubling.

As far as your website, I have been working long hours this past week in an effort to provide with the login credentials. I had hoped they would be ready by now, but that wasn't the case. The reason for the delay is that I am moving ALL of my NC customers to cloud hosting so that I can provide login credentials to them individually. Prior to this migration, that was not an option. The migration is near complete and I am waiting for the site to propagate on the new server – at that time I will be able to provide login credentials. This usually takes about 12-24 hours for propagation.

This is precisely the reason why I require 30 days notice when an NC decides to end services within me. This gives me time to gather all the login credentials as well as remove any third party applications from the website, such as the calendar software that I pay for monthly. I am still well within the 30 days.

I plan on getting the credentials for you ASAP. They simply aren't available right now. Hopefully tomorrow (Saturday).

On Thu, Jan 19, 2017 at 11:24 AM JAMES ASHJIAN <a href="mailto:ashjian6@gmail.com">jashjian6@gmail.com</a> wrote:

Hello Aaron,

I had received an email that you would be able to give us the information we requested by Monday, January 16, 2017. It is my understanding that we still do not have the required information. Please forward the information to either me or to Sal today so we can get our new site up and running.

As I mentioned in previous emails to you, your work has been appreciated very much however, we are governed by the City and are forced to abide by their rules. You chose not to conform to their rules which resulted in this change. Please release the information to us today.

Sincerely,

James Ashjian,

President of Executive Board of the

Northridge South Neighborhood Council

#### Kathleen Quinn

#### **Project Coordinator**

"Be humble. Maintain integrity. Work hard."

Department of Neighborhood Empowerment

14410 Sylvan St. 4th Floor Los Angeles, CA 91401 Office | 818-374-9893 Fax | 213-978-1751 Email | kathleen.quinn@lacity.org Web | www.EmpowerLA.org

Empower Yourself. Empower Your Community. Empower LA.



#### Fw: Lake Balboa Neighborhood Council Webmaster concerns

1 message

Grayce Liu <grayce.liu@lacity.org>

Thu, Jan 26, 2017 at 4:53 PM

To: Mitch Englander <mitch@mitchenglander.org>

Cc: John Lee <john.s.lee@lacity.org>, Holly Wolcott <Holly.Wolcott@lacity.org>, Darren Martinez

<Darren.Martinez@lacity.org>

Hi, Councilmember Englander,

I just received the attached letter from Lake Balboa Neighborhood Council regarding their desire to retain Aaron DeVandry as their website services provider.

Please let me know if you have any other questions.

Best,

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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**To:** Councilmember.wesson@lacity.org; councilmember.huizar@lacity.org; councilmember.harris-dawson@lacity.org

**Cc:** mayor.garcetti@lacity.org; councilmember.martinez@lacity.org; mike.n.feuer@lacity.org; Jill barad **Subject:** Lake Balboa Neighborhood Council Webmaster concerns

Please see the attached for Lake Balboa's concerns.

Thank you,

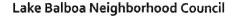
L

Linda Gravani, President

Lake Balboa Neighborhood Council

Linda Gravani 818-481-0714-cell

LBNC WEBMASTER to Wesson.Garcetti etc.pdf 8883K





P.O. Box 7720

Lake Balboa, CA 91409-7720 Voice-mail/FAX 818-779-9026 www.LakeBalboaNC.org



January 26, 2017

To: Rules, Elections, Intergovernmental Relations and Neighborhoods (see distribution)

The Honorable Herb J. Wesson JR, Jose Huizar, Marqueece Harris-Dawson

**ISSUE:** Lake Balboa NC and several other Neighborhood Councils are being forced to switch to a "preferred webmaster vendor"

**Reference:** According to "Plan For A Citywide System Of Neighborhood Councils" Approved May 30, 2001, Article II Desired Characteristics of Neighborhood Councils, #4 Independent Entities

Certified Neighborhood Councils shall be as independent, self-Governing, and self-Directed as possible. The Department of Neighborhood Empowerment (DONE) shall assist Certified Neighborhood Councils to pursue options,"

#### Gentlemen:

The Lake Balboa Neighborhood Council (LBNC) heard some Neighborhood Councils were having difficulties with their websites/webmasters. Then the Board of Neighborhood Commissioners (BONC) decided that Neighborhood Councils (NC) needed to use a preferred vendor for their websites rather than addressing the individual NCs concerns. BONC ultimately provided a list of vendors and advised LBNC president to contact each vendor to determine which would best suit LBNC. There was no glossary of terms, there was no clue as to the cost of the services which were already being provided by our current vendor. (see attachment A1-A10) We, I needed to become an expert. Can you with no background in websites determine which would best suit your needs? Neither can I.

LBNC discussed the issue of using a different vendor at a regularly scheduled open LBNC meeting on June 3, 2015 agenda item #12 and by a vote of 15-0-0 opted to continue using our Webmaster. LBNC wrote a letter on 7/1/15 (attachment #B 1) to BONC exercising its right to be remain independent, self-Governing and self-Directed in continuing to use the only Webmaster we have had since our certification. We understood that LBNC's preferred vendor was told since he was already a vendor that he need not forward his proposal. Later we heard from DONE that he should have forwarded a proposal but did not make the deadline. There was bickering between DONE and the vendor, did he need to forward or not. We were stuck in the middle. LBNC's agreement with our vendor is month-by-month, there is not now nor has there ever been a contract. It's a great relationship.

We were told that Department of Neighborhood Empowerment (DONE) would help us understand the proposals but by that time it was too little too late. We had already officially declined using a new vendor and were in the throes of the 2016 NC election, which included a first time on-line voting option. This is all extremely time consuming for volunteers. We stood firm. We continued to use our preferred vendor to advertise the upcoming election and outreach for candidates.



Certified by the Department of Neighborhood Empowerment, City of Los Angeles

#### Lake Balboa Neighborhood Council



P.O. Box 7720

Lake Balboa, CA 91409-7720 Voice-mail/FAX 818-779-9026 www.LakeBalboaNC.org



ISSUE: "Preferred webmaster vendor" page 2 of 3

After the NC Election in April 2016, our focus was on getting the new board trained in understanding The Brown Act, Council Files, how the city works, protocol and getting to know our new board members and what our goals were for the community. We also had to come up with a new plan and budget and what committees were to be created and/or enhanced. I'm telling you all this because we have no staff. All of this is done with volunteer hours, AFTER we come home from our jobs/business commitments and family time.

On Nov 16, 2016 (attachment c1) the LBNC Board Members received a letter from DONE regarding "Use of Unauthorized Website Vendor". We later learned there are 6-7 other NC's using the same vendor LBNC uses and they too received a similar letter. LBNC has never received a response to our 7/1/15 letter until this ultimatum of switch or else your funds will be frozen or worse yet be placed in exhaustive efforts. Really, is this as bad as embezzling city funds? To the contrary, our vendor is actually SAV-ING city money. Because of that, the city is willing to shut us down. LBNC will have no meeting venue, no phone, no post office box, no printing, no newsletter, no website. DONE is required to have a website for each NC (<a href="www.empowerla.org/lbnc">www.empowerla.org/lbnc</a>). LBNC cannot post any agendas, minutes, financials, or items of interest to the community. How does this help our community?

According to Neighborhood Council Checking Account Expenditures for Fiscal Year 2016 obtained from Control Panel LA, of the 96 NCs, 28 NCs are using preferred vendors and 68 are not using a preferred vendor. Are you aware that IF a NC has someone who can be their webmaster they need NOT use a preferred vendor? They just can't be paid. Why? You can use someone but not pay them or you can pay more money than your current vendor. It defies logic. I personally have had conversations with other NC board members who are afraid to contact their preferred vendor because of the high cost. WOW.

During the December 7, 2016 meeting of LBNC there was a heated discussion regarding selecting a preferred vendor. No decision was made other than we will remain status quo and that I would write to "the city" for help. In a few short months the contract for the preferred vendors will end. Then what? There will be new list of preferred vendors, no doubt our vendor will be one of them. So what's all the commotion about?

We are 17 board members elected by our stakeholders to voluntarily serve our community. WE are the voice of the community. WE want to retain our current webmaster for the benefit of our community. You can shut us down or allow us to continue as we have since our certification. The ball is in your court to help us do that.

Linda Gravani, President

Lake Balboa Neighborhood Council

See attached for distributon



Certified by the Department of Neighborhood Empowerment, City of Los Angeles





P.O. Box 7720

Lake Balboa, CA 91409-7720

Voice-mail/FAX 818-779-9026 www.LakeBalboaNC.org



ISSUE: Preferred webmaster vendor page 3 of 3

Cc: Mayor Eric Garcetti

Councilwoman Nury Martinez CD6

City Attorney Mike Feuer

Valley Alliance of Neighborhood Councils

General Manager DONE Grayce Liu



Certified by the Department of Neighborhood Empowerment, City of Los Angeles

# MAINTENANCE AND WEBSITE TRAINING **BITSIFT NETWORKS - RATE CHARGES** RFQ FOR WEBSITE DESIGN, WEBSITE

Website Development - Word Press Upgrades Website Development - Project Management Website Development - Production Migration Website Development - Graphc Design Only Website Development - Programming Only Maintenance - Content Website and Other Website Development - Design Only Website Development - Word Press Maintenance - Content Website Only Maintenance - Content Development Website Development - Drupal Website Development

Maintenance - Technical Support

Maintenance - Design

Maintenance - Manual Content Entry Only

Maintenance - Database Administrative Services

Fraining - Development

Training - Videos

Training - NC Board Members

Training and Documentation

Telephone Support

### NETWORKS BITSIFT

\$75/hour

\$75/hour \$75/hour

\$4,200

\$75/hour

\$75/hour

\$75/hour

\$75/hour

\$75/hour

\$75/hour

\$75/hour

\* includes 4 hours \$300/month

\$75/hour \$75/hour

\$75/hour

\$75/hour

\$75/hour

\$200/hour

\$75/hour

\$75/hour \$75/hour

\* pro-rated

HTTACHMENT HI

# CIVIC RESOURCE GROUP - RATE CHARGES MAINTENANCE AND WEBSITE TRAINING RFQ FOR WEBSITE DESIGN, WEBSITE

Website Development - Word Press Website Development - Drupal

Website Development - Word Press Upgrades

Website Development

Website Development - Design Only

Website Development - Programming Only

Website Development - Project Management

Website Development - Production Migration

Website Development - Graphc Design Only

Maintenance - Content Development

Maintenance - Content Website Only

Maintenance - Content Website and Other

Maintenance - Technical Support

Maintenance - Design

Maintenance - Manual Content Entry Only

Maintenance - Database Administrative Services

Training - Development

Training - Videos

Training - NC Board Members

Training and Documentation

Telephone Support

### GROUP (CRG) RESOURCE CIVICS

\$125/hour

\$125/hour

\$125/hour

\$125/hour

\$125/hour

\$125/hour

\$155/hour

\$110/hour

\$105/hour \$105/hour

\$105/hour

\$105/hour

\$85/hour

\$105/hour \$72/hour

\$110/hour

\$105/hour

\$105/hour

\$85/hour

\$85/hour \$85/hour

HTACHMENT AZ

# MAINTENANCE AND WEBSITE TRAINING RFQ FOR WEBSITE DESIGN, WEBSITE **ENDERTECH - RATE CHARGES**

l e	
u	i
H	

Website Development - Word Press Upgrades Website Development - Word Press Website Development - Drupal

Website Development

Website Development - Programming Only Website Development - Design Only

Website Development - Project Management

Website Development - Graphic Design Only Website Development - Production Migration

Maintenance - Content Development

Maintenance - Content Website Only

Maintenance - Content Website and Other

Maintenance - Technical Support

Maintenance - Design

Maintenance - Manual Content Entry Only

Maintenance - Database Administrative Services

**Training - Development** 

Training - Videos

Training - NC Board Members

**Training and Documentation** 

Telephone Support

### ENDERTECH

\$100/hour \$120/hour \$100/hour \$120/hour \$100/hour \$120/hour \$100/hour \$100/hour \$100/hour \$120/hour \$100/hour \$120/hour \$90/hour \$90/hour \$90/hour \$90/hour \$90/hour \$60/hour \$90/hour \$90/hour \$75/hour

ATTACHMENT H3

# MAINTENANCE AND WEBSITE TRAINING RFQ FOR WEBSITE DESIGN, WEBSITE KWALL-ACQUIA RATE CHARGES

Website Development - Drupal

Website Development - Word Press

Website Development - Word Press Upgrades

Website Development

Website Development - Design Only

Website Development - Programming Only

Website Development - Project Management

Website Development - Production Migration Website Development - Graphc Design Only

Maintenance - Content Development

Maintenance - Content Website Only

Maintenance - Content Website and Other

Maintenance - Technical Support

Maintenance - Design

Maintenance - Manual Content Entry Only

Maintenance - Database Administrative Services

Training - Development

Training - Videos

Training - NC Board Members

Training and Documentation

**Telephone Support** 

### ACQUIA KWALL

\$150 per Hour

\$150 per Hour \$150 per Hour

\$150 per Hour

\$150 per Hour

\$150 per Hour

\$150 per Hour

\$150 per Hour

\$150 per Hour

\$150 per Hour

\$150 per Hour

\$150 per Hour

\$150 per Hour \$150 per Hour

\$150 per Hour

# **MOORE BUSINESS RESULTS - RATE CHARGES** MAINTENANCE AND WEBSITE TRAINING RFQ FOR WEBSITE DESIGN, WEBSITE

### 

Website Development - Drupal

Website Development - Word Press Upgrades Website Development - Word Press

Website Development

Website Development - Design Only

Website Development - Project Management Website Development - Programming Only

Website Development - Production Migration

Website Development - Graphic Design Only

Maintenance - Content Development

Maintenance - Content Website Only

Maintenance - Content Website and Other

Maintenance - Technical Support

Maintenance - Design

Maintenance - Manual Content Entry Only

Maintenance - Database Administrative Services

Training - Development

Fraining - Videos

Training - NC Board Members

Training and Documentation

Telephone Support

### BUSINESS RESULTS MOORE

See Exhibit A -

See Exhibit A -Attachment

Attachment

\$6,500

\$6,500

\$63/hour

\$63/hour

\$95/hour

\$63/hour

\$103/hour

\$63/hour

\$103/hour

\$95/hour

\$103/hour

\$103/hour

\$63/hour \$95/hour

Suggest Apple One for large content entry projects

\$63/hour

\$103/hour

\$63/hour

\$103/hour

\$103/hour

\$103/hour

HTTACHMENT HS

# RFQ FOR WEBSITE DESIGN, WEBSITE MAINTENANCE AND WEBSITE TRAINING PORT TOWN WEBSITES - RATE CHARGES

### Ш

Maintenance - Database Administrative Services Website Development - Word Press Upgrades Website Development - Project Management Website Development - Production Migration Website Development - Graphc Design Only Website Development - Programming Only Maintenance - Content Website and Other Maintenance - Manual Content Entry Only Website Development - Design Only Maintenance - Content Website Only Website Development - Word Press Maintenance - Content Development Maintenance - Technical Support Website Development - Drupal Training - Development Website Development Maintenance - Design Training - Videos

### PORT TOWN WEBSITES

\$100/hour

\$100/hour \$100/hour \$100/hour \$100/hour \$100/hour \$100/hour \$100/hour \$100/hour \$85/hour \$85/hour \$100/hour \$125/hour \$100/hour \$125/hour \$150/hour \$85/hour TBD

TBD \$100/hour+ \$150/hour \$75/hour

> Training - NC Board Members Training and Documentation

Telephone Support

ATTACHMENT AG

# RFQ FOR WEBSITE DESIGN, WEBSITE MAINTENANCE AND WEBSITE TRAINING THE CHERRY HILL COMPANY - RATE CHARGES

Website Development - Drupal

## THE CHERRY

### COMPANY

\$155/hour Our \$

Our \$2,500 (flat) package for a Drupal site includes everything, except custom design and development. It

is not likely that these sites will require custom development, but they may want custome designs.

We offer ongoing support and hosting for \$900/yr.

Website Development - Word Press
Website Development - Word Press Upgrades
Website Development - Design Only
Website Development - Programming Only
Website Development - Project Management
Website Development - Project Management
Website Development - Production Migration
Website Development - Graphc Design Only
Maintenance - Content Development
Maintenance - Content Website Only
Maintenance - Content Website and Other

Maintenance - Design

Maintenance - Manual Content Entry Only

Maintenance - Database Administrative Services

Training - Development

Training - Videos

Training - NC Board Members

Training and Documentation

Telephone Support

Included in package Included in package Included in package included in package \$155/hour \$900/year \$255/hour \$155/hour \$155/hour \$95/hour

\$255/hour Included in package \$155/hour Included in package

\$155/hour Included in package \$155/hour Included in package

\$155/hour

ATACHUENT AF

# MAINTENANCE AND WEBSITE TRAINING RFQ FOR WEBSITE DESIGN, WEBSITE THE MAILROOM - RATE CHARGES

Website Development - Word Press (Basic website) Website Development - Word Press Upgrades Website Development - Project Management Website Development - Production Migration Website Development - Graphc Design Only Website Development - Programming Only Maintenance - Content Website and Other Maintenance - Content Website Only Website Development - Design Only Maintenance - Content Development Maintenance - Technical Support Website Development - Drupal Website Development Maintenance - Design

#### \$50/hour \$25/hour \$25/hour \$50/hour \$50/hour \$50/hour \$50/hour \$600

MAILROOM

\$100/month \$50/hour \$50/hour \$25/hour \$25/hour

\$50/month

\$50/hour \$25/hour

Maintenance - Database Administrative Services

Training - Development

Training - Videos

Training - NC Board Members Training and Documentation

Telephone Support

Maintenance - Manual Content Entry Only

\$25/hour \$57

\$20/hour \$25/hour \$25/hour

HTTACHMENT #8.

# MAINTENANCE AND WEBSITE TRAINING RFQ FOR WEBSITE DESIGN, WEBSITE THE WEB CORNER - RATE CHARGES

Website Development - Word Press Website Development - Drupal

Website Development - Word Press Upgrades

Website Development

Website Development - Design Only

Website Development - Programming Only

Website Development - Project Management

Website Development - Production Migration

Website Development - Graphc Design Only

Maintenance - Content Development

Maintenance - Content Website Only

Maintenance - Content Website and Other

Maintenance - Technical Support

Maintenance - Design

Maintenance - Manual Content Entry Only

Maintenance - Database Administrative Services

Fraining - Development

Training - Videos

Training - NC Board Members

**Fraining and Documentation** 

Felephone Support

### THE WEB CORNER

\$150/hour

\$150/hour

\$150/hour

\$2000 - \$2500

\$200/hour

\$150/hour

\$150/hour

\$150/hour \$150/hour

\$150/hour

\$150/hour

\$150/month \$150/hour

\$150/hour

\$150/hour

\$150/hour

\$50/hour

\$50/hour

\$50/hour

\$50/hour

HTTACHMENT H9

# RFQ FOR WEBSITE DESIGN, WEBSITE MAINTENANCE AND WEBSITE TRAINING ZELDESIGN - RATE CHARGES

TITLE	ZELDESIGN
Website Development - Drupal	\$0
Website Development - Word Press	\$3,600
Website Development - Word Press Upgrades	N/A
Website Development	N/A
Website Development - Design Only	\$1,800
Website Development - Programming Only	\$1,200
Website Development - Project Management	\$1,200
Website Development - Production Migration	\$18,000
Website Development - Graphic Design Only	N/A
Maintenance - Content Development	\$3,000/month
Maintenance - Content Website Only	\$3,000/month
Maintenance - Content Website and Other	\$3,000/month
Maintenance - Technical Support	\$3,000/month
Maintenance - Design	\$1,800/month
Maintenance - Manual Content Entry Only	\$1,800/month
Maintenance - Database Administrative Services	\$1,800/month
Training - Development	\$600
Training - Videos	\$600
Training - NC Board Members	\$3,000
Training and Documentation	\$3,000
Telephone Support	\$175/hour

<sup>\*</sup>Maintenance package is available

ATTACHMENT A10

#### Lake Balboa Neighborhood Council



P.O. Box 7720

Lake Balboa, CA 91409-7720 Voice-mail/FAX 818-779-9026 www.LakeBalboaNC.org

July 1, 2015



#### To Board of Neighborhood Commissioners:

At the June 3<sup>rd</sup>, 2015 Board Meeting, Lake Balboa Neighborhood Council voted unanimously to respectfully decline to use any of the 10 BONC approved vendors for LBNC's website. Currently LBNC pays a monthly fee with a list of additional one time expenditures should we decide to avail ourselves. All of the vendors approved by BONC charge an hourly fee. Neither I nor any other board member has the expertise to determine which of the approved vendors would best serve our needs and still be cost effective. In order to oversee the spending of the LBNC budget and protect the stakeholders funds, LBNC declines to change to the more expensive vendors.

Several LBNC board members have also spent their time and personal funds to attend an overview and training on the use of the EmpowerLA recommended vendor Nationbuilder, which has a website/ webmaster component. They also charge a monthly fee. Unfortunately, Nationbuilder is not one of the preferred vendors. Reason 2 for declining.

It was recommended by a BONC member that LBNC interview the 10 vendors to determine which would best serve our needs. Without knowledge of the workings of a website/webmaster and without an understanding of the terminology, it would be difficult at best to then try to explain to the rest of the board the pro/con of each vendor. We do not have enough meeting time to interview each vendor. We also believe the use of our volunteer hours would be better spent in serving the community vs learning how to be a webmaster. Reason 3 for declining.

It is the opinion of the LBNC Board that our website/webmaster wheel is not broken. Reason 4 for declining.

With all due respect, for these reasons LBNC will continue using our current affordable vendor.

Sincerely,

Linda Gravani

Linda Gravani, President

Lake Balboa Neighborhood Council

CC: Honorable Herb Wesson, Jr - Education and Neighborhoods



Certified by the Department of Neighborhood Empowerment, City of Los Angeles

ATTACHMENT B1

#### CITY OF LOS ANGELES

**CALIFORNIA** 

BOARD OF NEIGHBORHOOD COMMISSIONERS

LEONARD SHAFFER

JOY ATKINSON

JOSH LAFARGA
ELI LIPMEN
MAGGIE DARETT-QUIROZ
EVE SINCLAIR
DEBRA WEHBE

Commission RETROUBLE 8 900 TELEPHONE: (213) 978-1651



ERIC GARCETTI

EMPOWER LA"

20<sup>™</sup> FLOOR, CITY HALL 200 NORTH SPRING STREET LOS ANGELES, CA 90012

TELEPHONE: (213) 978-1551 TOLL-FREE: 3-1-1 FAX: (213) 978-1751 E-MAIL: Empayed A@lesily.om

GRAYCE LIU

www.Empoweri.A.org

November 16, 2016

Lake Balboa Neighborhood Council

Re: Use of Unauthorized Website Vendor

Dear Lake Balboa Neighborhood Council:

It has come to the attention of the Department of Neighborhood Empowerment (Department) that your Neighborhood Council (NC) has continued using the services of a vendor for website design, maintenance and training, Aaron DeVandry, who is not under contract with the Department.

All NC's were continuously updated of the new contracts associated with Website Services Vendors via the Department's weekly newsletter of February 2, 2015, March 9, 2015 and March 23, 2015. Also, once the Website Services Vendors contracts were signed and executed in April 2016, the name and contact information for the six (6) approved Website Services Vendors was also included in the Department' Monthly Profile of May 2016.

Your NC was notified via email on August 8, 2016 that Mr. DeVandry was not under contract with the Department and the continued use of services may not be paid for. Prior to this on March 10, 2015, your NC was provided a preliminary revised list of Website Services Vendors to contact to begin the process of transitioning over to one of the City approved Website Services Vendors.

Therefore, if your NC has not yet begun to switch to the approved Website Services Vendors, please agendize the switch within the next thirty (30) days. Mr. DeVandry does not have a contract with the City, and any Website Services he is currently performing will no longer be payable to him. Mr. DeVandry has been notified repeatedly by the Department that he does not have a contract with the Department/City and cannot continue to do work for the NCs. In order to prevent such an outcome, your NC's ongoing use of Mr. DeVandry's services will result in your NC's funds being frozen as well as possible placement into Exhaustive Efforts in order to remedy the Website Services matter.

All Website Services that Mr. DeVandry is currently providing for your NC must conclude by no later than December 15, 2016.

The Department has the following Website Design, Maintenance and Training Vendors that you can chose from and that have been under contract with the City since April 2016:

Civic Resource Group - Gregory Curtain - (213) 225-1170 or <a href="mailto:grego@civicresource.com">grego@civicresource.com</a>
The Mailroom - Kristina Smith - (310) 514-1797 or <a href="mailto:ksmith@klct.com">ksmith@klct.com</a>

AN EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

ATTANHALENT OA Para lafo

SENT VIA EMAIL

Page 2 of 2 Web Designer Notice November 16, 2016

Moore Business Results - Wendy Moore - (818) 252-9399 or wmoore@moorebusinessresults.com Port Town Websites - Jill Fox - (310) 832-0836 or jill@porttownwebsites.com The Web Corner - Robert Adams - (818) 345-7443or rob@thewebcorner.com ZelDesign - Zelda Harrison - (310) 559-2770 - zeldesign@sbcglobal.net

During the transfer process, your NC will likely need to retrieve the following information from Mr. DeVandry:

- Usernames/ID's and Passwords and what the Usernames/ID's and Passwords relate to (for example Twitter, Facebook, Next Door, Google+ and so)
- · All Domain information, including Domain Names and transfer of ownership to the NC and City
- All templates (which would include logos, header graphics and so on)
- A complete backup of everything the NC currently has or has ever had on the site

If you need further assistance in making this transition, please contact me at jeff.brill@lacity.org or by calling (213) 978-1551.

Sincerely,

Jeffrey S. Brill

Senior Management Analyst II

Barry Stone, Neighborhood Empowerment Advocate Cc:

Leyla Campos, Director of NC Operations

Janet Hernandez, NC Funding Representative

Mario Hernandez, NC Funding Manager

Elise Ruden, Deputy City Attorney

Darren Martinez, Managing Deputy City Attorney



#### So I know how to prepare for the alliance meetings

Holly Wolcott <holly.wolcott@lacity.org> To: Grayce Liu <grayce.liu@lacity.org>

Mon, Jan 30, 2017 at 1:24 PM

Hi Grayce,

I know the first meeting is Wednesday night. Are we on agendas or how is it working? I have never been before. I am happy to prepare I just want to have an idea of what to expect.

Thanks,

Holly



#### Holly L. Wolcott

Email: holly.wolcott@lacity.org Phone: 213-978-1020





#### City Clerk

City of Los Angeles 200 North Spring Street, Rm. 360 Los Angeles, CA 90012



#### So I know how to prepare for the alliance meetings

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <holly.wolcott@lacity.org> Mon, Jan 30, 2017 at 3:16 PM

Hi, Holly,

Hope all is well. I'm supposed to be flying back into LAX by 5 pm on Wednesday so will try and join on Wednesday. Stephen is confirmed though The agenda is not out yet for HANC, but we are supposed to speak about NC elections, including the online voting report, and the status of NC Funding Program. I asked for 20-30 minutes. The Harbor and West NCs just send 1 or 2 folks from their areas to their alliance meetings so it's usually fewer than 15 people present.

You may want to have any timelines on the funding build out, the transition to online funding submissions, etc. ready. We should talk about the change to the election timeline, online voting, challenges, etc. We should probably also mention the transition of contracts and leases. How did Shannon's meeting with Jeff go this morning?

Please let me know if you have any other questions.

Best.

Gravce Liu General Manager

#### Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org | Web | www.EmpowerLA.org



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#### **NC Elections**

Holly Wolcott <holly.wolcott@lacity.org>

Wed, Feb 1, 2017 at 10:52 AM

To: Grayce Liu <grayce.liu@lacity.org>, Jinny Pak <jinny.pak@lacity.org>, Andrew Westall <andrew.westall@lacity.org>

FYI



#### **NC Elections**

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <holly.wolcott@lacity.org>

Wed, Feb 1, 2017 at 12:10 PM

Wow

Best,

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

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EMPOWERLA LEADERSHIP ACADEMY



#### **Harbor Alliance**

Holly Wolcott <holly.wolcott@lacity.org> To: Stephen Box <stephen@empowerla.org> Cc: Grayce Liu < Grayce.Liu@lacity.org>

Thank you Stephen! [Quoted text hidden]

Wed, Feb 1, 2017 at 1:53 PM



#### Harbor Alliance

Grayce Liu <grayce.liu@lacity.org> To: Stephen Box <stephen@empowerla.org> Cc: Holly Wolcott <holly.wolcott@lacity.org>

Wed, Feb 1, 2017 at 2:03 PM

Hi, Stephen,

Thanks for the information. I'm in the air now, and it looks like I'll be making it back in time after all so I can save you the trip of heading down. I'll go straight to the HANC from LAX.

I'm not supporting printing out the long report for all the alliance meetings cuz that's a lot of trees. Can you please just do a one sheet with the recommendations to City Council and our reasoning on the last few pages of why we want the changes? That's should be fine. You can drop some copies to Holly for her to bring down then.

Please let me know if you have any questions, and if you want me to make any other announcements at the HANC. Thanks!

Best.

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

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#### **Harbor Alliance**

Grayce Liu <grayce.liu@lacity.org>

To: Stephen Box <stephen@empowerla.org> Cc: Holly Wolcott <holly.wolcott@lacity.org>

Wed. Feb 1, 2017 at 2:30 PM

Thanks, Stephen! Please include the link to the full report in your email to HANC and on the doc. Thanks again!

Best,

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

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#### **Harbor Alliance**

Holly Wolcott <holly.wolcott@lacity.org> To: Grayce Liu <grayce.liu@lacity.org>

Wed, Feb 1, 2017 at 2:55 PM

Weren't we going to cover NC funding too? [Quoted text hidden]



#### Holly L. Wolcott

Email: holly.wolcott@lacity.org Phone: 213-978-1020





#### City Clerk

City of Los Angeles 200 North Spring Street, Rm. 360 Los Angeles, CA 90012



#### Harbor Alliance

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <holly.wolcott@lacity.org> Wed, Feb 1, 2017 at 3:16 PM

Hi, Holly,

Yes, but I don't have any of that information. Did you want to do a one sheet on your side or do a verbal update for now?

Best,

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

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#### **Harbor Alliance**

Holly Wolcott <holly.wolcott@lacity.org> To: Grayce Liu <grayce.liu@lacity.org>

Wed, Feb 1, 2017 at 3:40 PM

I have info its just the item is not on the agenda. [Quoted text hidden]



#### Harbor Alliance

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <holly.wolcott@lacity.org> Wed, Feb 1, 2017 at 3:58 PM

Ah, this airplane wifi is so crap. I can't open the agenda, and it keeps dropping me out of the email.

Oversight on HANC's part probably. They aren't a Brown Acted body so you can still talk about funding. The same appointees attend this meeting so it being explicit on the agenda likely didn't change who is coming.

I'll double check with the other alliances to make sure both elections and funding are on.

Best,

Grayce Liu General Manager

#### Department of Neighborhood Empowerment

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[Quoted text hidden]



# Fwd: LANCC Meeting February 4, 2017 10:00AM LADWP Headquarters

1 message

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott < Holly. Wolcott@lacity.org> Thu, Feb 2, 2017 at 2:26 PM

Hi, Holly,

Hope all is well. Here is the LANCC agenda. We're #4.

Please let me know if you have any questions or if there is anything you want to change about how we presented last night, e.g content, order, etc.

Thanks!

Best.

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

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----- Forwarded message -----

From: Terrence Gomes, LANCC Chair <LANCC@empowerla.org>

Date: Thu, Feb 2, 2017 at 10:24 AM

Subject: LANCC Meeting February 4, 2017 10:00AM LADWP Headquarters

To: Stakeholders <grayce.liu@lacity.org>

# Los Angeles Neighborhood Council Coalition

# A Coalition of Councils

# LANCC Meeting February 4, 2016

10:00AM

Mayor's Budget **Homeless Housing Update Mayoral Candidates NC Elections Illegal Vending** 

# Has Your Neighborhood Council Taken a Stand

Note Location!

LADWP Headquarters 111 N. Hope Street Los Angeles, California 90012

GoogleMap to LADWP

MyLA311 Reports by Neighborhood Council areas

(Click here)

An Informed Community is an Empowered Community

Website: www.lancc.org

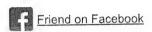
WEB-BLOG (Notices, etc.): lanccreports.blogspot.com

Send emails (questions, comments):

LANCC@EMPOWERLA.ORG

# **Appoint Your LANCC Rep!**

Your NC Participation Makes a Difference.









Terrence Gomes Chair :

David Uebersax Vice Chair

> Glenn Bailey Treasurer

> > Vacant Secretary

# Los Angeles Neighborhood Council

Coalition

**A Coalition of Councils** 

February 4, 2017 10:00 AM

Making it better together!

Note Location!

LADWP Headquarters 111 N. Hope Street Los

Angeles, California 90012

GoogleMap to LADWP

An Informed Community is an **Empowered Community** 

Website: www.lancc.org

Send emails (questions, comments):

LANCC@EMPOWERLA.ORG

# **Council Files tracking** matrix for Neighborhood Councils **LANCC** Citywide Issues webpage link: https://goo.gl/iohNB4

An Informed Community is an Empowered Community

#### 1. PRESENTATIONS

- 1. Matt Szabo, Deputy Mayor for Budget and Innovation and Deputy Chief of Staff, will present an update on the Mayor's Budget for FY 2017-2018
- 2. CM Marqueece Harris-Dawson, Co-Chair of the Homelessness and Poverty Committee, will present an update on the efforts of the City on the homeless crisis, Prop HHH and Prop H.
- 3. Final Mayoral candidates to present for five minutes each with Q & A after.
- 4. City Clerk Holly Wolcott and Department of Neighborhood Empowerment General Manager Grayce Liu will be providing updates on Neighborhood Council elections, including the online voting report back on CF 15-1022-S2, and Neighborhood Council Funding Program.

#### 2. LEGISLATIVE

- 1. The Los Angeles Neighborhood Council Coalition (LANCC) (XXXXXX Neighborhood Council) is concerned that since 2006 the City Council has authorized \$614,443,554 in lawsuit payouts. Out of the \$614,443,554 in payouts, \$503,565,107 was authorized for lawsuits against LAPD. This amount was not for excessive force or officer involved shootings, but for lawsuits by officers against management for sexual harassment, retaliations, sexual orientation discrimination, race/color/national origin discrimination, and gender discrimination to name a few. The Los Angeles Neighborhood Council Coalition (LANCC) (XXXXXX Neighborhood Council) demands that the City Council and specifically Councilmember Paul Koretz and his Personnel and Animal Welfare Committee create a plan in 45 days to stop the abuse of members of the City Family and the Taxpayer who is subjected to the loss of City services by the payout of these lawsuits.
- 2. Whereas the City plans to change NC election procedures unilaterally and, Whereas the City plans to make all NC elections self-affirmation against the will of some boards and bylaws, and Whereas the City plans to reduce unilaterally the voting age of stakeholders in some NC's to 16 years of age against the bylaws and will of the boards, and Whereas the City is mandating all NC's use online voting only, against the will of the some boards who voted against online voting, and Whereas the City is attempting to mold neighborhood councils to fit an electronic voting model rather that fitting the contracted for electronic voting model to neighborhood councils, Therefore, The Los Angeles Neighborhood Council Coalition (LANCC) (XXXXXX Neighborhood Council moves to demand the City suspend online voting unless and until it can show evidence that the online model is complete and secure as contracted for, that the City will provide proper outreach, that the Department can show it has returned to its

core mission of supporting NC's, and can truly support neighborhood councils per its Charter mandate, and allow all of the councils, per the Charter, Ordinance and plan, to self-rule for the benefit of its stakeholders, and to allow the NC's to determine whether it should be online, selfdetermination and age specific for its voters.

#### 3. REPORTS

- 1. EmpowerLA- Grayce Liu/Mike Fong
- 2. Budget Advocates- Jay Handal/ Liz Amsden
- 3. Board of Neighborhood Commissioners-Len Shaffer
- 4. Speed Round/ Announcements
- 5. Adjournment

#### Passed motions from LANCC

- 1. The LANCC (XXXXXX Neighborhood Council) supports the efforts of the Mayor Garcettii to implement his vision of Great Streets and utilization of Vision Zero Los Angeles to provide safe streets. A major component of Vision Zero Los Angeles is the safety countermeasures of education and enforcement to combat speed, a common contributing factor for collisions resulting in severe and fatal injury. Due to a lack of current speed surveys on our city streets, the Los Angeles Police Department (LAPD) is unable to effectively enforce speeding infractions with proven and safe use of laser radar. LAPD has written 78,000 less citations to enforce the safety of our streets. The LANCC (XXXXXX Neighborhood Council) requests:
  - 1. The Los Angeles City Council creates a council file to immediately fund speed surveys on streets identified by LAPD, LADOT, and the communities that need immediate attention for public safety.
  - 2. The Mayor combines Great Streets and the Vision Zero Los Angeles programs so that the two programs can create mutual goals of safety and great streets. copy to: Mayor Garcetti, CM Englander, Wesson

- 1. Los Angeles is in a state of emergency and the resources of the City and County are unable to solve the crisis of homelessness. When the City of Los Angeles declared a state of emergency on homelessness on September 22, 2015 after the historic motion by the Los Angeles Neighborhood Council Coalition (LANCC) and supported by the Certified Neighborhood Councils on January 3, 2015 to declare a state of emergency, dedicate \$150,000,000 to combat the problem, and to utilize abated motels and vacate city buildings, the homeless population was at 35,000. According to a recent article in the Los Angeles Times, the homeless population hovers at 47,854 people on the streets and many experts feel that the population will swell to 50,000 husbands, wives. brothers, and sisters living in squalor on Los Angeles' streets by the end of the year. It is not the purpose of local population to solve a national problem. We need State and Federal help.
  - 1. The LANCC (XXXXXX Neighborhood Council) demands that the Governor of California, Edmund G. Brown Jr. declare a state of emergency for the Los Angeles metro area for the purpose of combating the suffering of over 47,000 people living on the streets of Los Angeles. The Governor needs to understand that Los Angeles has more people living on the streets of Los Angeles than most towns in America have residents. He needs to act now.
  - 2. The City of Los Angeles and the County needs to identify all vacant property currently owned by the City and County and all of its departments and agencies that can house temporary FEMA-style trailers for up to two years to start the housing process. All identified properties must also be large enough to have supportive services onsite. Any properties that have covenants placed on them by State of Federal agencies need to be negotiated to temporarily relieve those covenants during the crisis.
  - 3. The LANCC (XXXXXX Neighborhood Council) does not support the proposed \$1.2

B bond on the November ballot. The residents of Los Angeles are shouldering a national problem and should not be burdened with the total costs. As a national problem, we need State and Federal funding to create low income and affordable housing solutions. CF 16-0047 copy to: Governor Brown, Mayor Garcetti and City Council

- 1. The LANCC (XXXXXX Neighborhood Council) encounters illegal dumping on the streets of Los Angeles on a daily basis. The current fine of \$1000.00 for illegal dumping is a cost of doing business for the individuals that commit these crimes. The City Council needs to be proactive and enact similar laws as the County and State. California Penal Code 374.3 makes illegal dumping on public and private property punishable by a fine up to \$10,000. Also, pursuant to Section 117555 of the California health and Safety Code, a person who dumps illegally is punishable by up to six months on jail. In addition in August 2005, the County of Los Angeles adopted an ordinance (PDF, 338 KB) that would allow the Sheriff to seize a vehicle if it is used in the act of illegal dumping. The LANCC (XXXXXX Neighborhood Council) requests:
  - That the City Council opens a Council file to create an ordinance that mirrors the County and State law on illegal dumping.
  - That the City Council incorporates a reward program to create incentives for residents to report illegal dumping based on a percentage of the fine collected. copy to: CM Koretz, Wesson
- 2. Following up on last month's LANCC meeting discussion, <u>Council File 11-1020-S2</u>, which would in effect transfer the NC Funding Program to the City Clerk, is titled by the City Clerk as: Neighborhood Council Funding Program / Transfer Administration of Trust Fund / City Clerk Attached is the <u>report from the City Attorney</u> as well as the <u>draft ordinance</u>.
  No date for Committee hearing or City Council consideration has yet been pasted.

1. The Los Angeles Neighborhood Council Coalition (LANCC) (XXXXXX Neighborhood Council) supports a portion of CF 16-1060 to create a seven-member Citizens Oversight Committee (COC) to ensure effective oversight of the Homelessness Reduction and Prevention, Housing and Facilities solution.

It is prudent to prepare the City for the possible influx of additional funds from the County, State, and Federal sources for Supportive Housing and to identify additional strategies that would further ensure sufficient oversight of and public accountability for resources intended for Supportive Housing and homelessness prevention. It is in the interest of the City to make efficient use of funding and to foster a transparent and competitive process in the awarding of public resources. The COC would have seven members, five from the community that would have the expertise and qualifications determined by the CAO, CLA, and HCID and two members from the Neighborhood Council system, one from north of the Santa Monica Mountains and one from south of the Santa Monica mountains.

- 2. The LANCC (XXXXXX Neighborhood Council) also supports CF 15-1138-S11 and encourages Boards to establish a Homeless Advocate Program during this crisis.
- 3. The LANCC (XXXXXX Neighborhood Council) also directs the City Council to fund one additional staff position for \$120,000 that would create a process and procedure and facilitate interaction between City Council and the DONE and incorporate input from the Neighborhood Councils.
- 4. The LANCC (XXXXXX Neighborhood Council) supports CF 16-1068 which opposes the aboveground, high speed train route known as E2 as proposed by the California High Speed Rail Authority (CHSRA), and calls for a station planning grant to be allocated to the City of Los Angeles to conduct environmental studies related to a proposed station which would be located on both the City of Los Angeles and Burbank property. The motion would allow the City of Los Angeles to have local planning control of a State project.
- 5. The LANCC (XXXXXX Neighborhood Council) supports the State of California's lead to sever all

financial ties with Wells Fargo Bank. The City of Los Angeles pays the Wells Fargo \$15,000,000 a year for banking services. During the contract, the Controller has found incidents of charges for services never performed for \$500,000 and the City Attorney has had to take Well Fargo to court for fraud. Wells Fargo has lost the trust of the people of Los Angeles and can no longer be allowed to perform services on their behalf. We request that the Los Angeles City Council make a motion to sever all ties with Wells Fargo and their subsidiaries and to contract with a bank that will put the needs of Los Angeles first and uphold their fiduciary duty.

6. The LANCC (XXXXXX Neighborhood Council) encounters illegal dumping on the streets of Los Angeles on a daily basis. The current fine is \$1,000 for illegal dumping and is a cost of doing business for the individuals that commit these crimes. The City Council needs to be proactive and enact similar laws as the County and State. California Penal Code 374.3 makes illegal dumping on public and private property punishable by a fine of up to \$10,000. Also, pursuant to Section 117555 of the California Health and Safety Code, a person who dumps illegally is punishable by up to six months in jail. In addition in August 2005, the County of Los Angeles adopted an ordinance (http://dpw.lacounty.gov/epd/i lldump/pdf/ill\_dumping\_ordinance.pdf) that would allow the Sherriff to seize a vehicle if it is used in the act of illegal dumping. LANCC (XXXXXX Neighborhood Council) supports CF 14-1499-S4 and directs the City Council to pass the motion to improve quality of life for the resident of Los Angeles.

Please email <u>LANCC@empowerla.org</u> once your NC has passed the motions.

Los Angeles Neighborhood Council Coalition (LANCC) All rights reserved. Volume 16-12 Email Blast Our email address is: LANCC@empowerla.org

Got Plans for Saturday? We can help.

This email was sent to grayce.liu@lacity.org why did I get this? unsubscribe from this list update subscription preferences Los Angeles Neighborhood Council Coalition · PO Box 570936 · Tarzana, CA 91357 · USA





# Fwd: Valley Alliance of NCs meeting, Thursday, February 9

1 message

Grayce Liu <grayce.liu@lacity.org>
To: Holly Wolcott <Holly.Wolcott@lacity.org>

Tue, Feb 7, 2017 at 4:43 PM

FYI

Best,

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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------Forwarded message -------From: <jbbarad@roadrunner.com>
Date: Tue, Feb 7, 2017 at 3:52 PM

Subject: Valley Alliance of NCs meeting, Thursday, February 9

To: jbbarad@roadrunner.com

Dear VANC Representatives and Friends.

Our next monthly meeting is THURSDAY, February 9 at the Sherman Oaks Hospital, Doctor's Conference Room, 4929 Van Nuys Blvd. Validated parking is in the parking structure. The meeting begins at 6:30 p.m.

Please note the enclosed attachments: VANC agenda; VANC 14th Anniversary Mixer flyer; Information regarding request for nominations for the VANC "Best of..."Awards; and the letter from Grayce Liu, GM of DONE, providing the plans for the 2018 Neighborhood Council elections. All of these items will be discussed at the meeting.

Regarding the 2018 elections: The VANC Executive Committee discussed at great length the implications inherent in these DONE election changes; they will require changes to our bylaws and our established election procedures. The

systemic changes will result in NCs being uniform and homogeneous in structure. Our independence and self- rule are in question, as well as the very nature of Neighborhood Councils as envisioned in the Charter.

We have quite a line up for the next meeting-- Grayce Liu AND Holly Wolcott. Please attend and share your comments and concerns.

I hope to see you on Thursday.

Best,

Jill Banks Barad, Founder and Chair

#### 4 attachments



VANCagenda020917.docx



VANCMixerflyer2017.pdf 851K



VANCBestof2017.docx 15K



DONEvoting2017.pdf 724K

# Valley Alliance of Neighborhood Councils VANC =

Thursday, February 9, 2017 6:30 p.m.

Sherman Oaks Hospital, 4929 Van Nuys Blvd., Doctor's Conference Room. (Validated parking in the structure)



Timely Hot-Button Issues: City plans to Change NC Election Procedures\* Grayce Liu, DONE General Manager and Holly Wolcott, LA City Clerk Updates on NC elections, Online voting and NC Funding Program.

## AGENDA

- Welcome and Introductions Jill Banks Barad, Founder and Chair
- Valley Disaster Preparedness Fair: Update (Bill Hopkins, Granada Hills North)
- VANC Executive Committee: \*DONE (Grayce Liu) Election Report-CF 15-1022-52. Every NC will have to vote online, all election to have Self-affirmation, not Documentation, reduce voting age as low as 12, and limit of three ballot types, whether you want it ... or not.
- VANC 14<sup>th</sup> Anniversary Mixer- "Best of ... Awards", Sponsors, Door Prizes
- LADWP Bill of Rights- Motion passed to extend time for community input to 90 days.
- BONC: North Valley meeting Feb. 22 . EmpowerLA Awards nomination deadline March 1
- NC Liaisons- Report on Town Halls: Film 1/26/17, Purposeful Aging 1/31/17.
- Important Council Files for NCs to consider(Glenn Bailey, Northridge East/ Encino NCs)
- NC Congress: Update (Cindy Cleghorn, Sunland-Tujunga)
- Items from the floor

## Mark your calendar:

- NC Budget Advocates Regional Budget Day, Sat. Feb. 25, 9 a.m.-Noon, Braude Center
- VANC 14th Anniversary Mixer, Thursday, March 9, 2017, CBS Studios, Studio City
- EmpowerLA Awards, Thursday, March 30, 2017
- NC Congress, Saturday, September 16, 2017

# Valley Alliance of Neighborhood Councils

# VANC Executive Committee

Jill Banks Barad

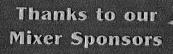
founder & chair
Glenn Bailey
Cindy Cleghorn

Judith Daniels Kathy Delle Donne Mary Garcia

Linda Gravani Ginny Hatfield

Lydia Drew Mather Mike O'Gara

> Mark Seigel Vic Viereck Tony Wilkinson



Arleta NC Chatsworth NC Encino NC

Greater Toluca Lake NC Greater Valley Glen Council

Lake Balboa NC

Midtown North Hollywood NC

NC Valley Village

North Hills West NC

North Hollywood North East NC

Northridge East NC
Northridge West NC

Sherman Oaks NC

Studio City NC

Sun Valley Area NC

Sylmar NC

Tarzana NC

DONE

...partial list

Valley Alliance of Neighborhood Councils

# 14th Anniversary Mixer!!

Thursday, March 9, 2017 6:00 — 9:30 p.m.



CBS Studios
Carla's Cafe



Refreshments, Cash Bar, Door Prizes



VANC "Best of..." Awards



This is a great opportunity to mingle with Neighborhood Council members throughout the Valley.

Introduction of Elected Officials and City Department Heads





**RSVP** by March 3

Reservations are REQUIRED. Names will be held at the studio gate.

email: VANC@empowerLA.org

Names:



Name of Neighborhood Council:

Phone:\_\_\_\_\_\_email: \_\_\_\_\_

## 2017 VANC "Best of ... " Awards

Nominations for the 2017 awards must be submitted by *March 1.* Winners will be chosen by the VANC Executive Board. Although we encourage all neighborhood councils to strive for excellence, these awards are intended to honor *extraordinary* efforts by a council or a Neighborhood Council Board member. The awards will be presented at the VANC 14<sup>th</sup> Anniversary Mixer on March 9 at CBS Studios, Studio City.

\*Please send a short description of what the Neighborhood Council has done, how it benefited the community, what barriers had to be overcome, what partnerships were formed, how the Council thought outside the box to create something special, etc. There are no set categories, just suggested ones.

All nominations will be considered. If you think a Neighborhood Council deserves special recognition, here's your chance to let everyone know what dedicated volunteers can accomplish. You can nominate your own council or another council.

\*Include contact information in case there are questions about the nomination.

#### Some previous honorees include:

- "Best of ... Partnering with City Departments"
- "Best of ... Improving the Quality of Life in the Community"
- "Best of ... Civic Participation for Serving the Needs of Their Communities"
- "David and Goliath Award"

### Some projects that have been honored previously are:

- Creation of a "Pothole Lottery"
- Citizenship workshops for Green Card holders
- Working to find permanent housing for local homeless people
- A coalition of ten neighborhood councils that has cooperated for 10 years to sponsor an annual emergency preparedness fair
- A dedicated group of neighborhood council members who cleaned streets and sidewalks every week for more than a year

# \*\*\*Send nominations to VANC@empowerLA.org

(emails to this address are delivered to VANC and are not seen by EmpowerLA)

# CITY OF LOS ANGELES CALIFORNIA

BOARD OF NEIGHBORHOOD COMMISSIONERS

Leonard Shaffer

Joy Atkinson

Maggie Darett-Quiroz Josh LaFarga Eli Lipmen Eve Sinclair Debra Webbe



Eric Garcetti MAYOR DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

> 20th FLOOR, CITY HALL 200 NORTH SPRING STREET LOS ANGELES, CA 90012

TELEPHONE: (213) 978-1551 TOLL-FREE: 3-1-1 FAX: (213) 978-1751 E-MAIL: done@iacity.org

> GRAYCE LIU GENERAL MANAGER

www.EmpowerLA.org

January 17, 2017

Honorable Members of the Los Angeles City Council c/o City Clerk's Office Room 395, City Hall Los Angeles, CA 90012

SUBJECT: REPORT BACK ON COUNCIL FILE 15-1022-S2 REGARDING ONLINE VOTING PILOT FOR NEIGHBOHROOD COUNCIL ELECTIONS

Honorable Members:

#### SUMMARY

The Department of Neighborhood Empowerment, in collaboration with the Office of the City Clerk, conducted an online voting and voter registration pilot for 36 Neighborhood Councils in the 2016 Neighborhood Council elections on the Everyone Counts platform. The outcomes and recommendations are presented in this report.

The Department appreciates and thanks the Neighborhood Councils for participating in the pilot, the Office of the City Clerk for their excellent work with candidate registration as well as testing and development of the online voting platform and the Bureau of Engineering for developing a crucial online address look up widget, all of which were necessary to make this pilot possible. Based on the following outcomes, the Department recommends continued build out of the online voter registration and voting platform for Neighborhood Council subdivision elections in April 2017 and all Neighborhood Council elections from March to June 2018 with changes to election outreach, board structures and voting requirements.

#### RECOMMENDATION

That the City Council adopt the following recommendations:

 Instruct the Department of Neighborhood Empowerment and the Office of the City Clerk to continue the build out of Neighborhood Council voter registration and online voting platform to be available for 2 Neighborhood Council subdivision elections (Herman Neighborhood Council and Skid Row Neighborhood Council) Honorable Members of the Los Angeles City Council January 17, 2017 Page 2 of 10

in April 2017 and to be completed for 96-98 Neighborhood Councils in time for the 2018 Neighborhood Council elections.

- 2. Instruct the Department of Neighborhood Empowerment to require picture identification along with self-affirmation of the stakeholder type (live, work, own real property or substantial and ongoing community interest stakeholder) to register to vote in order to make the voting process easier and for the voting age set by the Neighborhood Councils to be between 12 and 16 years old for their elections and selections citywide in order to encourage youth participation.
- 3. Instruct the Department of Neighborhood Empowerment to work with the Neighborhood Councils and the Board of Neighborhood Commissioners to change the individual Neighborhood Council voting requirements and, if necessary, the applicable Neighborhood Council board structures so that there are no more than 3 ballot types required for each Neighborhood Council election or selection in 2018.
- 4. Instruct Neighborhood Councils to set aside at least 20% of their yearly funding in election and selection years to notify stakeholders of candidate filing and of the election and to support any election day costs for location, refreshments and volunteers. This funding would be in addition to the citywide election outreach that will be conducted by the Department of Neighborhood Empowerment if such funding is allocated.
- 5. Instruct the Office of the City Administrative Officer to identify \$342,000 in funding for the following election outreach and expansion of the online voting platform this current fiscal year to begin as soon as possible:
  - a. \$150,000 for continued build-out of online platform
  - b. \$90,000 for Printing and Binding
  - c. \$67,000 for As-Needed Staffing
  - d. \$35,000 for Office and Admin

#### **BACKGROUND**

#### Goals

For the 2016 Neighborhood Council online elections voting pilot, the Department of Neighborhood Empowerment (EmpowerLA) had the following goals:

- Create a secure voter registration database on the Everyone Counts platform so that once voters are registered for the 2016 election, they will not have to re-register for subsequent Neighborhood Council elections.
- 2. Offer secure online and telephone voting on the Everyone Counts platform so voters could easily vote either in person at the polling location or from any computer, tablet or phone.
- 3. Increase voter turnout because of the ease of voter registration and voting.

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#### Neighborhood Councils in the Pilot

Neighborhood Councils were provided the option of enrolling in the pilot, and 35 Neighborhood Councils initially elected to do so. Of the 35, 2 Neighborhood Councils, Greater Valley Glen Neighborhood Council and Central Alameda Neighborhood Councils, ultimately did not have an election because they had no contested seats, which resulted in a board affirmation instead. Another Neighborhood Council, Echo Park Neighborhood Council, was included in the pilot after the initial 35 because of fears of voter intimidation at the polling location. In total, 34 Neighborhood Councils conducted online voting elections in the pilot. Of these 34, 12 Neighborhood Councils also offered Interactive Voice Response (IVR), i.e., telephone voting. All 36 Neighborhood Councils had advanced voter registration available. Eighteen of the Neighborhood Councils verified voters through self-affirmation and 18 verified voters through documentation. See Attachment A for a summary of the 36 Neighborhood Councils in the pilot.

#### Voter Registration and Voting Processes

For Election Regions 1-4, which covered the North and South Valley, voters for the pilot Neighborhood Councils could only register online on the EmpowerLA website (empowerla.org/onlinevoting/) to vote either online or via telephone<sup>1</sup> if they wanted to vote before the polling date. The voter registration database was hosted on EmpowerLA's QuickBase case management system because the Everyone Counts voter registration database was not completed until June 2016. This delay was due in part to a later start for the online voting pilot because of the final contract approval date and in part to the complexity of connecting the Everyone Counts voter registration database to the online voting platform. Everyone Counts required the online voting platform to be completely separate from the voter registration database for security reasons.

Voters in Neighborhood Councils that required self-affirmation for voter registration had to still scan or take a photo of any picture identification with their name on it and upload the information to the voter registration portal. All self-affirmation voters for the pilot Neighborhood Councils had to provide photo identification at the polling location as well to check against the voter registration database to determine if they had already voted or registered. This requirement was to prevent voters from voting online and then coming to the polling location and voting again or vice versa.

Voters in Neighborhood Councils that required documentation for voter registration had to provide both picture identification and paperwork verifying the type of stakeholder they were in order to register to vote online or at the polling location. See Attachment B for a list of acceptable Qualifying Documents for Neighborhood Council Elections.

When EmpowerLA election staff received the voter registration documents, they would review for completion, and once verified, staff were instructed to delete the documentation from the database. Voter registrations with the same names and/or

<sup>&</sup>lt;sup>1</sup> Porter Ranch Neighborhood Council had the addition of Pop-Up Polls for voter registration before their election date because their election was moved from April to June due to the gas leak in the area.

Honorable Members of the Los Angeles City Council January 17, 2017 Page 4 of 10

email addresses were flagged for further review to determine their validity. Verified voters were downloaded from the QuickBase voter registration database daily and sent to Everyone Counts where they were entered into the online voting platform to be issued a unique user number and password to vote, which were then emailed to the voter. The average turnaround time from voter submission to verification was 5 calendar days and from verification to receiving a user number and password to vote was 2 calendar days.

Online voter registration was available by the first week of January 2016 and was open until 7 days before the Neighborhood Council's election day. This early close allowed staff the time to complete the verification process and to send the online voting credentials. Once online voter registration was closed, voters would have to go to the election day polling location to complete their voter registration to vote unless a Pop-Up Poll was offered for their Neighborhood Council the 7 days before the election day.

To vote, voters who received their online voting credentials from Everyone Counts, could cast their vote online from 3 weeks before the election day to the close time of the poll on the election day. If they did not want to vote online, they could go to the polling location the day of the election to cast their vote online or on a paper ballot. They could also cast their vote at a Pop-Up Poll if their Neighborhood Council offered one. The online voting experience was available in Spanish and English. In order to track the source of the votes and to control the close of online voting on the polling day, Everyone Counts created 2 online voting accounts: one for the polling location and one for off polling site voting. Election staff had the ability to check Everyone Counts' staff database whether a voter had already voted online and to check off if a voter voted at the polls in order to ensure each voter had only voted once. How the voter voted was never visible online to staff as that information was encoded as soon as the vote was cast.

At the close of election day, election staff would work with Everyone Counts to compile an Unofficial Canvass of Votes that would combine the off polling site online votes, at poll online votes, at poll paper ballots and at poll provisional ballots. This list would be posted on the EmpowerLA website for public review and election challenges. If no election challenges were filed, a Final Canvass of Votes would be issued 5 days after the election day. If election challenges were filed, a Final Canvass of Votes would be issued once all election challenges were resolved. See Attachment C for more details in the Neighborhood Council 2016 Election Manual.

#### **OUTCOMES**

EmpowerLA partially met its goals for the pilot:

1. Create a secure voter registration database on the Everyone Counts platform so that

<sup>&</sup>lt;sup>2</sup> Election staff had to be able to delay the close of online voting ballot submission at the polling location in case there was a line at closing time. Election staff could let voters in line complete their voting processes, which would take them past the closing time. In these cases, the off polling site voting database would close on time, while the onsite polling voting database would close after the last voter finished casting their online ballot.

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once voters are registered for the 2016 election, they will not have to re-register for subsequent Neighborhood Council elections.

Outcome: The Everyone Counts voter registration database has been created for 50 Neighborhood Councils<sup>3</sup> though it was only completed in time to test for several Neighborhood Councils. Verified voters from 2016 will be loaded into the voter registration database so they will not need to be verified again in 2018.

Offer secure online and telephone voting on the Everyone Counts platform so voters could easily vote either in person at the polling location or from any computer, tablet or phone.

<u>Outcome</u>: Voters had the ability to vote online securely and, for the most part, easily in person at the polling location or from any computer, tablet or phone once they received their voting credentials. For some voters, receiving voting credentials was a challenge as noted below in election issues.

IVR was offered in the pilot despite Everyone Counts recommendation that voting via touch tone phone was not easy to either set up or cast a ballot<sup>4</sup> because some Neighborhood Councils wanted a lower technology option for their voters. Of the 12 Neighborhood Councils that offered IVR, only 2 votes were cast. Due to the high work load to set up the IVR, which was handled by the Office of the City Clerk, and the low voter use, EmpowerLA does not recommend using IVR in the future.

3. Increase voter turnout because of the ease of voter registration and voting.

Outcome: Of the 34 Neighborhood Councils, 16 Neighborhood Councils had a voter increase from their last election or selection, ranging from 1 to 270 voters with the majority of the increase being less than 100 voters, but which resulted in mostly over 10% voter increase when compared to 2014.

These results confirmed that online voting, like any other type of voting platform, is heavily influenced by other factors other than the ease of voting, e.g. number of candidates, how much outreach was conducted, process for voter registration and whether there was a community issue or different factions driving an increase in election numbers.

Of the 25,571 votes cast in the 2016 Neighborhood Council elections, 34% of voters voted online and 34% of those online voters voted on their own devices.

<sup>&</sup>lt;sup>3</sup> Everyone Counts completed its voter registration database in June 2106 so it was only available for 3 Neighborhood Councils: Mid City, Empowerment Congress North and Empowerment Congress West. Per the contract with the City, Everyone Counts completed the voter registration and online voting platforms for 50 Neighborhood Councils. EmpowerLA selected the remaining 14 Neighborhood Councils for completion. See Attachment D for all 50 Neighborhood Councils for which the voter registration database and online voting platform are completed.

<sup>&</sup>lt;sup>4</sup> Using IVR to cast a ballot on a touch tone phone can take 20 to 30 minutes or more because each candidate must be announced for every seat in order for the voter to select via touch tone.

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#### **ELECTION ISSUES**

Aside from these outcomes, EmpowerLA identified the following issues for online voter registration and voting that were either addressed at the time of the occurrence or will need to be addressed for online voter registration and voting to be offered in the 2018 Neighborhood Council elections. See Attachment E for a more detailed summary of all the Neighborhood Council election results and issues.

1. Voters were reluctant to upload sensitive documents to complete voter registration online.

Because of security concerns and/or the expressed disbelief of the type of documentation needed to verify stakerholdership to vote in Neighborhood Council elections, many voters did not complete their online voter registration, which resulted in more people voting at the polling locations than expected. Approximately 68% of the 5701 voters, who registered online, completed their registrations.

Solution: EmpowerLA created the Pop-Up Polls once online voting moved out of the Valley in order to address this issue. Pop-Up Polls consisted of one or two staffers going to a field location where many stakeholders would hopefully be present to register and vote them there. These types of voting opportunities were really critical for some Neighborhood Councils to increase their voting numbers. Staff would review the documentation at the location and issue voting credentials then and there for the voter to cast their vote on either a tablet on the voter's smart phone. Pop-Up Poll locations were provided by the candidates all of whom were asked to provide a location by staff. For future elections, EmpowerLA recommends the Neighborhood Council provide Pop-Up Poll locations by board vote in their Election Stipulation Worksheets to avoid accusations of unfairness from some candidates who provided no locations about other candidates who may have provided multiple locations.

In addition, voter registration should occur at Neighborhood Council events and meetings year long in partnership between EmpowerLA, Office of the City Clerk and the Neighborhood Councils. Several Neighborhood Council members could be deputized to assist in verifying voters. This idea was supposed to be implemented for the 2016 elections, but could not because of the delay in the voter registration database build out.

Again, once voters are registered, they would not have to re-register again unless they moved, had a change in stakeholder status or the Neighborhood Council changed their voting requirements or board structure.

2. Some voters required more assistance than expected to complete online voting registration and voting.

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While there were successes in voters using their own devices to vote and voting quickly at the polls online,<sup>5</sup> there were also challenges as some voters did not know how to use a tablet at the polls or had trouble submitting the online voting ballot on the Everyone Counts platform. The online voting ballot was one long ballot with every race on a single page, which had to be scrolled through, and any changes the voter made on the ballot started the scrolling from the top again. Once the voter reached the bottom of the ballot, some of them did not know to click submit. Some voters also wanted proof that they voted via email, but that was not possible because of the anonymity of the vote, which voters did not understand completely.

Also, there were voters who had trouble registering either because they tried to register multiple voters with one email account or had registered for the wrong type of stakeholder so they did not get the ballot they wanted or thought they could vote for in an election. These actions caused complaints to staff that voters were not receiving their credentials or that online voting does not work.

Solution: When it was evident from the first election at Sylmar Neighborhood Council that voters were taking longer to vote because they were unfamiliar with either using a tablet and/or the online ballot, EmpowerLA created a "How-To" video and written instructions in multiple languages for using the tablet and working with the online ballot, which were posted in the voting booths. More education and instruction should be prepared in 2018 ahead of time to address the technological divide as well as to inform voters of general election information, including that voter registration information is considered public information, which many voters do not know. Education would also assist with voters trying to register multiple voters under one email and for voters who did not receive the ballot they were supposed to in a race to explain how to properly register to vote and the different Neighborhood Council ballots.

Extra voting time at the online polls was also due to voters not knowing how to input voter user identification and passwords. Having additional staff available to assist in addition to posted directions with pictures alleviated this issue.

EmpowerLA and the Office of the City Clerk have also discussed with Everyone Counts a change from the one page scrolling ballot to paginated ballots with a page for each race. Everyone Counts is now able to provide this improvement for all Neighborhood Council elections to make voting for each race and the final submission of the ballot clearer and easier. There are also additional technological improvements, such as a voting receipt with QRL code, to load ballots quicker at the polls, which also doubles as voting proof, and card swipe machines to make loading voter information faster instead of manually typing it in, which significantly slowed voter down registration at the polls. Having physical poll books, which list registered voters, would also assist in speeding up voter check-in on election day.

<sup>&</sup>lt;sup>5</sup> One particular great success at the polls in Sylmar Neighborhood Council was when a Spanish speaking voter brought her young child to assist her with translating the ballot. The voter was delighted to find, however, that the online voting portal was in Spanish so she was able to read and complete her ballot by herself.
<sup>6</sup> See Historic Cultural Neighborhood Council and Studio City Neighborhood Council respectively in Attachment E.

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3. EmpowerLA initial voter registration and online voting policies and procedures needed to be updated in real time to address stakeholder elections issues.

In preparing for the 2016 Neighborhood Council elections, EmpowerLA was in unchartered territories in preparing its voter registration and online voting policies. While Everyone Counts provided their expertise, the many elections they have conducted were based on pre-existing voter registration databases of residents. Because of the diversity of Neighborhood Council stakeholders and because there were no existing registered voter databases, EmpowerLA worked with Everyone Counts to create an entirely new system.

While EmpowerLA election staff did their best to follow verification policies and procedures, excessive workload of verifying voters and following up on the many voters who did not provide all of the necessary documentation, caused staffing errors, which delayed the distribution of online voting verifications. In addition, not having a clear understanding of QuickBase led one staffer to provide the candidates of the Studio City Neighborhood Council with an internal list of the registered voters with links to sensitive documents. These documents were either pending for those voters who were still missing documents or should have been deleted upon verification, but had not been because of a misunderstanding of the EmpowerLA policies that these documents should be deleted immediately instead of at the end of the election.

<u>Solution</u>: While the EmpowerLA were updating procedures during the elections in an effort to address issues, after the elections, EmpowerLA has debriefed with the Neighborhood Councils, Office of the City Clerk and Everyone Counts to ensure better procedures for the 2018 elections now that we have foundational knowledge of where improvements have to occur. The error of the QuickBase voter database being shared with sensitive documents will not be possible on the Everyone Counts voter database because the documents and voter registration file are separated, which could not happen in QuickBase. Policies for following up on the handling and deleting of any sensitive information must also be implemented in 2018.

EmpowerLA and the Office of the City Clerk have decided that in order to increase efficiencies and to focus on our strong suits that EmpowerLA will focus strictly on election outreach and the Office of the City Clerk will focus on all election functions from voter registration to online voting.

4. More Neighborhood Council election outreach efforts are needed not only by the Neighborhood Council, but also by EmpowerLA, particularly for candidates.

In the 2016 elections, EmpowerLA staff encountered more resistance than in the past to Neighborhood Councils conducting election outreach. Many board members both during the elections and in post election town halls stated that it made no sense for them to conduct the outreach to find candidates to run against them. While EmpowerLA assisted in a citywide marketing campaign about Neighborhood Councils with bus benches, bus stops and banners, EmpowerLA does not have the

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staffing or funding to launch a comprehensive campaign for each of the Neighborhood Councils individually.

Solution: Neighborhood Councils were asked by EmpowerLA to set aside at least 10% of their yearly allocation to spend towards election outreach and costs in 2016. Notification to stakeholders via mailers and online campaigns are critical to getting candidates, and such efforts are very costly. Even with a more robust citywide campaign by EmpowerLA, Neighborhood Councils should be required set aside election outreach funds along the lines of 20% of their yearly allocation for the 2018 elections.

EmpowerLA also requested in the current year budget proposal for funds to begin planning election outreach earlier since by the time EmpowerLA receives the funding and staffing in election fiscal years, there is not enough time for the Valley to receive the full benefit of the election outreach. In order to continue the build out for online voting and voter registration for Neighborhood Councils and begin the necessary election outreach preparations this fiscal year, EmpowerLA is requesting City Council to provide the following funds in the current fiscal year:

- \$150,000 for continued build-out of online platform for 96 Neighborhood Councils this fiscal year
- \$90,000 for Printing and Binding (bus benches, banners, signs, etc.)
- \$67,000 for As-Needed Staffing
- \$35,000 for Office and Admin (swag, pins, social media ads, etc.)

Everyone Counts has provided pricing for the 2018 Neighborhood Council elections that either administers an expanded pilot of the 50 Neighborhood Councils that are already built out or continues the building out to 96 Neighborhood Councils. There is also pricing for the 2020 election cycle that shows the ongoing costs to administer online voting and voting registration for 96 Neighborhood Councils. See Attachment F. EmpowerLA recommends continuing the building out of the online voting and voter registration for the remaining 46 Neighborhood Councils because of the time it takes to complete the build. Additional funding has been requested in the EmpowerLA

5. More uniformity in voting requirements is needed for Neighborhood Councils to be inclusive of all stakeholders.

Article IX, Section 900 of the Los Angeles City Charter states that "Neighborhood Council shall include representatives of the many diverse interest in communities..." After co-administering the past 3 election cycles with the Office of the City Clerk, EmpowerLA has determined that there needs to be more uniformity in voting requirements for Neighborhood Council elections to make participation easier for all stakeholders. See Attachment D for supporting information for these recommended changes:

 Having no more than 3 ballot styles for Neighborhood Council elections and selections – while every community is unique, the complexity and confusion of having upwards of 21 different ballot styles for some Neighborhood Honorable Members of the Los Angeles City Council January 17, 2017 Page 10 of 10

Councils is not only hard for stakeholders to understand when they are trying to determine what ballot they qualify for, but also difficult to execute at the polling location for election staff.

- b. Having a voting age minimum between 12 to 16 years old to encourage youth participation Neighborhood Councils should be part of the first experience of civic engagement for youth in Los Angeles, but 32 Neighborhood Councils set their minimum voting age at 18 years old. This creates a situation where only some youth can participate in the Neighborhood Council system depending on the luck of where they are stakeholders. While a few Neighborhood Councils allow youth as young as 12 to vote in their elections, the voting age for all Neighborhood Councils should be lowered to at least 16 years old.
- c. Voter documentation requirements should only be any type of picture identification and self-affirmation about the type of stakeholder the voter is the majority of Neighborhood Councils (51) already use self-affirmation to verify that they can vote in a Neighborhood Council election. requirement of the excessive documentation that is currently mandated in the remaining Neighborhood Council (45) elections has caused stakeholders to leave the polling location without voting or having to vote provisionally, including current and former City Councilmembers and other electeds. This documentation issue is, in the nationwide conversation of voter suppression. one of the most significant obstacles to overcome in engaging voters and one of the most significant tools for excluding voters. There are no federal, state, county, local or private elections that are as complex as the Neighborhood Council election documentation requirements. Keeping the picture identification is currently necessary to prevent double voting for online voting and polling locations. If another method can be identified, which only requires the initial picture identification to register, EmpowerLA recommends that option instead.

#### CONCLUSION

Neighborhood Councils average at least 40,000 in just residential stakeholders alone, not including the work, own real property and community interest stakeholders. Attempting to engage this many stakeholders in a 2 to 9 hours of at polls only election is impossible. Online voting and a voter registration database is the only cost efficient platform to connect Neighborhood Councils to an increased voter base of all ages, which should be the continuing election goal of every Neighborhood Council.

Please feel free to contact me directly if you have any questions relative to this report.

Sincerely,

General Manager

Department of Neighborhood Empowerment



#### **NC Elections**

Holly Wolcott <holly.wolcott@lacity.org> To: Grayce Liu <grayce.liu@lacity.org> Cc: Shannon Hoppes <shannon.hoppes@lacity.org> Wed, Feb 8, 2017 at 5:09 PM

Hi Grayce,

A couple of questions I keep forgetting to ask you

- 1. Skid row subdivision election confirming you are handling without Clerk?
- 2. The 20% you have asked for from NC's for outreach does this include funds for pollworkers and polling sites? We have asked for funds in ou budget request and want to make sure we aren't double counting.
- 3. When do we anticipate making a decision on whether or not to move election dates? (The 2019 idea)

Off-topic but related City Clerk staff is going over NC Elections with the CAO (Kenia and Leah) tomorrow to make sure they understand the complexity of the operation.

Thanks Grayce,

Holly



## Holly L. Wolcott

Email: holly.wolcott@lacity.org Phone: 213-978-1020





## City Clerk

City of Los Angeles 200 North Spring Street, Rm. 360 Los Angeles, CA 90012



#### **NC Elections**

Grayce Liu <grayce.liu@lacity.org>
To: Holly Wolcott <holly.wolcott@lacity.org>

Thu, Feb 9, 2017 at 11:54 AM

Cc: Shannon Hoppes <shannon.hoppes@lacity.org>

Hi, Holly,

Hope all is well. Sorry for the reply. I've been out sick most of this week and am still at home trying to pull it together for the VANC tonight. Here are the answers to your questions.

- 1. Skid row subdivision election confirming you are handling without Clerk? Yes, we'll handle.
- 2. The 20% you have asked for from NC's for outreach does this include funds for pollworkers and polling sites? We have asked for funds in ou budget request and want to make sure we aren't double counting. I was thinking it could potentially cover polling locations if you don't get the funds, but it can all be for outreach. It was not counting poll workers, just the cost of feeding them and folks who come to vote if they do a function.
- 3. When do we anticipate making a decision on whether or not to move election dates? (The 2019 idea) Since I've been out sick, I've not gotten a chance to really think about it, but at the Commission meeting on Tuesday, some folks spoke against making any timing changes to NC elections.

Please text/call me with any other questions so I can respond sooner. I'll see you later. Thanks!

Best,

Grayce Liu General Manager

#### Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org





Empower Yourself. Empower Your Community. Empower LA.



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### **NC Elections**

Holly Wolcott <holly.wolcott@lacity.org> To: Grayce Liu <grayce.liu@lacity.org> Cc: Shannon Hoppes <shannon.hoppes@lacity.org> Thu, Feb 9, 2017 at 11:56 AM

Hope you feel better. [Quoted text hidden]



#### **NC Elections**

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <holly.wolcott@lacity.org> Thu, Feb 9, 2017 at 11:57 AM

Thanks, Holly!

Best,

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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[Quoted text hidden]



## **Sub Authority**

Holly Wolcott <holly.wolcott@lacity.org> To: Grayce Liu <grayce.liu@lacity.org>

Wed, Feb 15, 2017 at 10:13 AM

We are moving forward. [Quoted text hidden]



### **Sub Authority**

**Grayce Liu** <grayce.liu@lacity.org>
To: Holly Wolcott <holly.wolcott@lacity.org>

Wed, Feb 15, 2017 at 10:47 AM

Cool, thanks!

Best,

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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EMPOWERLA LEADERSHIP ACADEMY

[Quoted text hidden]



#### Re: NC Election Costs

Grayce Liu <grayce.liu@lacity.org>

Wed, Feb 15, 2017 at 2:26 PM

To: Ruben Viramontes <ruben.viramontes@lacity.org>

Cc: Armando Ruiz <armando.ruiz@lacity.org>, Holly Wolcott <holly.wolcott@lacity.org>, Stephen Box <stephen.box@lacity.org>

Hi, Ruben,

Hope all is well. Armando is out sick today. We don't have election numbers for 2010 because City Clerk conducted everything. I will ask Stephen to pull his budget numbers for 2012, 2014 and 2016 for you.

Please let me know if you have any other questions.

Best,

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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[Quoted text hidden]



## Fwd: ARC - Monday, February 20

3 messages

Grayce Liu <grayce.liu@lacity.org>

To: Holly Wolcott < Holly. Wolcott@lacity.org>, Leyla Campos < leyla.campos@lacity.org>

Wed, Feb 15, 2017 at 4:34 PM

Hi, ladies,

FYI - ARC is confirmed on the 20th, which is a holiday. Sorry! I hope folks show up.

Best,

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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----- Forwarded message -----From: **Mike Fong** <mike.fong@lacity.org>

Date: Wed, Feb 15, 2017 at 4:29 PM
Subject: ARC - Monday, February 20
To: "Liu, Grayce" <grayce.liu@lacity.org>
Cc: Thomas Soong <thomas.soong@lacity.org>

Hi Grayce,

Hope you are doing well.

I just spoke with Hector. Hector says that he will send a notice tonight for a meeting of ARC that will be held on Monday, February 20 at 7 pm.

Thanks!

Best,

Mike

To: Grayce Liu <grayce.liu@lacity.org>

Cc: Leyla Campos < leyla.campos@lacity.org>

Thanks.

[Quoted text hidden]

Grayce Liu <grayce.liu@lacity.org>

To: Holly Wolcott <holly.wolcott@lacity.org>

Cc: Leyla Campos < leyla.campos@lacity.org>

Thu, Feb 16, 2017 at 12:55 PM

Wed, Feb 15, 2017 at 6:52 PM

No problemo! I left my cell at home today so am in the office if you have any questions about SLAANC tonight.

Best.

Grayce Liu General Manager

Department of Neighborhood Empowerment

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[Quoted text hidden]



### Fwd: City of Sacramento Transforms Processes with E-Signatures

3 messages

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <Holly.Wolcott@lacity.org> Thu, Feb 16, 2017 at 2:35 PM

FYI - think this may be good info for funding and contracts/leases.

Best.

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

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----- Forwarded message -----

From: Government Technology <eventreg@govtech.com>

Date: Wed, Feb 15, 2017 at 11:30 AM

Subject: City of Sacramento Transforms Processes with E-Signatures

To: Grayce Liu <grayce.liu@lacity.org>

COMPLIMENTARY WEBINAR

## City of Sacramento Transforms **Processes with E-Signatures**

E-signatures are helping governments transform internal processes and citizen services. Eliminating paper documents and manual approvals drives gains in efficiency and customer service, while reducing risk and strengthening

compliance and transparency. That's the case in Sacramento, Calif., where the City implemented e-signatures to overcome painful paper processes.

## **Thursday, March 9, 2017** 11 AM PT/ 2PM ET Complimentary Webinar

Register Now

### Speakers:



Dawn Bullwinkel Assistant City Clerk City of Sacramento



Aviv Lubell
Sales Development
Government and Defense
eSignLive

### Moderator:



Harold Tuck
Sr. Fellow
Center for Digital
Government

### Join us to hear how the City uses e-signatures to:

- · Streamline and automate approvals of policies and procedures
- Streamline eContracting processes
- Enable code enforcement documents to be signed in the field
- Ensure ADA and FPPC (Fair Political Practices Commission) compliance
- · And more!

For questions or to register, contact: Lee Vang 800.940.6039 ext. 1407 lvang@govtech.com

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This email was sent to grayce.liu@lacity.org on behalf of Government Technology.

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[Quoted text hidden]

Holly Wolcott <holly.wolcott@lacity.org>
To: Grayce Liu <grayce.liu@lacity.org>

Thu, Feb 16, 2017 at 3:51 PM

Absolutely.
[Quoted text hidden]



## Fwd: City of Sacramento Transforms Processes with E-Signatures

Holly Wolcott <holly.wolcott@lacity.org>
To: Grayce Liu <grayce.liu@lacity.org>

Thu, Feb 16, 2017 at 3:51 PM

Absolutely. [Quoted text hidden]



## Agenda for tonight's SLAANC meeting

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott < Holly. Wolcott@lacity.org>

Thu, Feb 16, 2017 at 3:24 PM

FYI

Best.

Grayce Liu General Manager

Department of Neighborhood Empowerment

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[Quoted text hidden]



Feb 2017.jpg 124K

Empowerment Congress Central Area Neighborhood Development Council ECCANDC

Empowerment Congress North Area Neighborhood Development Council ECNANDC

Empowerment Congress Southeast Area Neighborhood Development Council ECSEANDC

Empowerment Congress Southwest Area Neighborhood Development Council ECSWANDC

Empowerment Congress West Area Neighborhood Development Council ECWANDC



### **Executive Board**

Chair, Lonella (Joy) Enix Vice-Chair, Brett Shears Corresponding Secretary, Michele Dixon Recording Secretary, Romerol Malveaux Treasurer, Margaret Peters

slaanc.communications@gmail.com

#### PMHCC

South Central Neighborhood Council SCNC

United Neighborhoods Neighborhood Council UNNC

Voices of 90037 Neighborhood Council VOICES

Watts Neighborhood Council
WNC

West Adams Neighborhood Council
WANC

Zapata-King Neighborhood Council
ZKNC

## **SLAANC Meeting Agenda**

February 16, 2017 6:30PM – 8:30PM
Community Health Councils
2nd Floor Community Room
3731 Stocker Street Los Angeles, CA 90008

- Call to Order and Roll Call Lonella Enix (2 min)
- II. Public Comments Items not on agenda (each speaker allowed 3 minutes, 3 speakers total)
- III. Government Representatives
  - a. Bassam Abou-Chakra, Los Angeles Dept. of Water & Power-Electronic Vehicles and Chargers, electric vehicles, how to buy/lease them, where public chargers can be accessed, how to obtain rebates for level 2 chargers and how to match level 2 chargers with the type of plug in EV or hybrid (15 min)
  - b. Grayce Liu, General Manager, City of Los Angeles Dept. of Neighborhood Empowerment – Election Reports (15 min)
  - Holly Wolcott, General Manager, City of Los Dept. of City Clerk Neighborhood Council Funding (15 min)

## IV. Speaker(s)

- a. Proposition S A presentation from folks on both sides. Damien Goodman (Crenshaw Subway Coalition) and a representative from the Coalition to Protect LA Neighborhoods & Jobs
- V. Announcements
- VI. Adjournment

<u>Disclaimer</u> – The South Los Angeles Alliance of Neighborhood Councils does not operate under the Brown Act and reserves the right to require those considered disruptive to exit the meeting space when asked. Statements and opinions of delegates, alternates and attendees are solely those of the individuals and are not a reflection on any City certified Neighborhood Council.

NEXT MEETING: March 16, 2017



## Agenda for tonight's SLAANC meeting

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <Holly.Wolcott@lacity.org>

Thu, Feb 16, 2017 at 3:24 PM

Hi, again,

Parking and entrance are in the back of the building.

Please let me know if you have any questions.

Best,

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

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[Quoted text hidden]



# Invitation: Karaoke! @ Tue Feb 21, 2017 5pm - 7pm (Holly Wolcott)

1 message

Grayce Liu <grayce.liu@lacity.org>

Thu, Feb 16, 2017 at 4:28 PM

Reply-To: Grayce Liu <grayce.liu@lacity.org>

To: holly.wolcott@lacity.org, darren.martinez@lacity.org, leyla.campos@lacity.org, mike.fong@lacity.org, jlafarga@local1309.com

Karaoke!

more details »

This is long overdue so please let me know if you can make Max Karaoke happy hour. :) G

When

Tue Feb 21, 2017 5pm - 7pm Pacific Time

Where

Max Karaoke Studio, 333 Alameda St, Los Angeles, CA 90013, USA (map)

Calendar

Holly Wolcott

Who

- grayce.liu@lacity.org organizer
- Holly Wolcott
- darren.martinez@lacity.org
- leyla.campos@lacity.org
- mike.fong@lacity.org
- jlafarga@local1309.com

Going? Yes - Maybe - No more options »

Invitation from Google Calendar

You are receiving this email at the account holly.wolcott@lacity.org because you are subscribed for invitations on calendar Holly Wolcott.

To stop receiving these emails, please log in to https://www.google.com/calendar/ and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. Learn More.

invite.ics 2K



### **BID Information**

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott < Holly. Wolcott@lacity.org>

Fri, Feb 17, 2017 at 9:24 AM

Hi, Holly,

Hope all is well. You missed a great show on Measure S last night. It was pretty entertaining.

Re: BID membership, are we able to get the rosters of the various bids? We're working on a bunch of the Mayoral directives and need to do outreach to them, particularly with Vision Zero.

Please let me know. Thanks!

Best.

Grayce Liu General Manager

Department of Neighborhood Empowerment

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### **BID Information**

Holly Wolcott <holly.wolcott@lacity.org>

Fri, Feb 17, 2017 at 9:38 AM

To: Miranda Paster <miranda.paster@lacity.org>, Rosemary Hinkson <rosemary.hinkson@lacity.org>, "Scott, Rick" <rick.scott@lacity.org>, Eugene Van Cise <eugene.vancise@lacity.org>, Rita Moreno <rita.moreno@lacity.org> Cc: Grayce Liu <grayce.liu@lacity.org>

Good Morning,

I don't know who is in today but could one of you provide a list of Executive Directors and their contact information to the GM of Neighborhood Empowerment? Grayce is cc'd here. Thanks. [Quoted text hidden]



Holly L. Wolcott

Email: holly.wolcott@lacity.org

Phone: 213-978-1020

City Clerk

City of Los Angeles 200 North Spring Street, Rm. 360

Los Angeles, CA 90012







## **BID Information**

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott < holly.wolcott@lacity.org>

Fri, Feb 17, 2017 at 10:23 AM

Thanks, Holly!

Best.

Grayce Liu General Manager

Department of Neighborhood Empowerment

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On Fri, Feb 17, 2017 at 9:38 AM, Holly Wolcott <a href="mailto:holly.wolcott@lacity.org">holly.wolcott@lacity.org</a> wrote:



## Fwd: Numbers for Contracts and Leases

Grayce Liu <grayce.liu@lacity.org>

Fri, Feb 17, 2017 at 1:33 PM

To: Shannon Hoppes <shannon.hoppes@lacity.org>, Holly Wolcott <Holly.Wolcott@lacity.org>

Hi, ladies.

Hope all is well. FYI - I finally got the contract and lease numbers from Jeff, which are even fewer than I estimated. I asked him what "monitoring" meant, and he said it was all his work tracking the contracts and leases. We've done a lot to simplify what Jeff had once identified to be a 6-7 month process. Once we have the information in for a contract or lease, it should not take longer than 1 hour to prep the documents for City Attorney to review. When they sign off, it goes out via e-signatures, which Brian is a part of so no physical docs are printed out now unless the City Attorney determines that a contract needs a wet signature. We have been pushing for all contracts to go through e-signature though since they are typically for small amounts. Realistically, it should not take longer than 1-2 weeks to finish a contract or lease barring any crazy legal issues.

Please let me know if you have any other questions.

Best,

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

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------ Forwarded message -----From: Jeff Brill <jeff.brill@lacity.org> Date: Fri, Feb 17, 2017 at 12:51 PM

Subject: Numbers for Contracts and Leases To: "Liu, Grayce" <grayce.liu@lacity.org>

Hi Grayce,

Per your request, here are the numbers:

FY 2014-15 (July 1, 2014 through April 30, 2015)

- o Contracts (Executed) 48
- o Contracts (Monitoring) 67 (including Leases)
- Leases (Executed) 19

FY 2015-16 (November 2, 2015 through June 30, 2016)

- o Contracts (Executed) 35
- o Contracts (Monitoring) 46 (including Leases)
- o Leases (Executed) 11

### FY 2016-17 (YTD)

- o Contracts (Executed) 26
- o Contracts (In Process) 19
- o Contracts (Monitoring) 35 (including Leases)
- Leases (Executed) 9
- o Leases (In Process) 18

### Thank you

Jeffrey S. Brill Senior Management Analyst II

Department of Neighborhood Empowerment 200 Spring Street, 20th Floor **Suite 2005** 

Los Angeles, CA 90012 Office: (213) 978-1482 Fax: (213) 978-1751 \*\*\*\*\*\*\*

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## Fwd: AD HOC QUESTIONNAIRE SC Ad Hoc Questionnaire

Grayce Liu <grayce.liu@lacity.org>
To: Eric Preven <esp3800@aol.com>

Fri, Feb 24, 2017 at 4:08 PM

Cc: Elise Ruden <elise.ruden@lacity.org>, Holly Wolcott <holly.wolcott@lacity.org>, "Michaelson, David" <david.michaelson@lacity.org>, Vivienne Swanigan <vivienne.swanigan@lacity.org>, Mike Dundas <mike.dundas@lacity.org>, Mike Feuer <mike.feuer@lacity.org>, Darren Martinez <Darren.Martinez@lacity.org>, Semee Park <Semee.Park@lacity.org>

Hi, Eric,

Hope all is well. Thank you for your email. Our department does not conduct investigations into alleged acts of defamation.

Please let me know if you have any other questions.

Best,

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

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[Quoted text hidden]



## **Second Election Report Back**

1 message

Grayce Liu <grayce.liu@lacity.org>

Wed, Mar 1, 2017 at 10:27 AM

To: Holly Wolcott <Holly.Wolcott@lacity.org>, Darren Martinez <Darren.Martinez@lacity.org>

Hi, guys,

Hope all is well. We filed the second report back on elections late yesterday. I've attached it for your reference.

Please let me know if you have any questions.

Best.

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

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DONE NC Election Report Back CF04-1935-S1 022817.pdf

## CITY OF LOS ANGELES

CALIFORNIA

DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

20th FLOOR, CITY HALL 200 NORTH SPRING STREET LOS ANGELES, CA 90012

TELEPHONE: (213) 978-1551 TOLL-FREE: 3-1-1 FAX: (213) 978-1751 E-MAIL: done@lacity.org

GRAYCE LIU GENERAL MANAGER

www.EmpowerLA.org

BOARD OF NEIGHBORHOOD COMMISSIONERS

Leonard Shaffer

Joy Atkinson

Maggie Darett-Quiroz Josh LaFarga Eli Lipmen Eve Sinclair Debra Webbe



Eric Garcetti MAYOR

February 28, 2017

Honorable Members of the Los Angeles City Council C/o City Clerk's Office Room 395, City Hall Los Angeles, CA 90012

SUBJECT: REPORT BACK ON COUNCIL FILE 04-1935-S1 REGARDING

IMPROVING THE NEIGHBORHOOD COUNCIL ELECTIONS VOTING

**ENVIRONMENT** 

Honorable Members:

#### SUMMARY

For the 2018 Neighborhood Council elections, the Department of Neighborhood Empowerment will be focusing on outreach to candidates and voters. The Office of the City Clerk will be administering the elections, including the training of polling location staff and the processing of election challenges using the Neighborhood Council Grievance Panels.

### RECOMMENDATION

That the City Council adopts the following recommendation:

Instruct the Office of the City Attorney to update Ordinance No. 183487, which created Section 22.818 of the Los Angeles Administrative Code establishing Regional Grievance Panels for Neighborhood Councils under Council File 15-0067, to:

- Allow the Office of the City Clerk to administer only the election challenges with the Regional Grievance Panels;
- 2. Expand the process of how grievances and election challenges are heard and provide flexibility to the Regional Grievance Panel Chair(s) to accommodate the testimony of all parties; and

Honorable Members of the Los Angeles City Council February 28, 2017 Page 2 of 5

3. Change any other language in the ordinance to ensure efficient review and processing of grievances and election challenges.

### BACKGROUND

In the 2016 Neighborhood Council elections, the Department of Neighborhood Empowerment (EmpowerLA) administered the on-site voting locations, using essentially the same poll worker training and election procedures for the 2012 and 2014 elections. The Neighborhood Council election manual and poll worker training was created in partnership with Neighborhood Councils. Prior to the 2012 elections and after each of the election cycles administered by EmpowerLA in 2012, 2014 and 2016, EmpowerLA held election town halls with Neighborhood Council members and election staff to review all election policies and procedures for efficiencies to be implemented in the next election cycle.

Because of the limited budget to conduct Neighborhood Council elections, EmpowerLA relies heavily on volunteer poll workers to support the at-polls elections. While there were four poll worker trainings (two hours) provided during the 2016 elections, the majority of the volunteer poll workers would typically only show up two hours before the election to assist in setting up before receiving a 30 to 45 minute training on their positions that day, e.g. checking documentation, handling ballots, directing voters, etc. Paid election staff handled any issues that were above basic processing of the voters, such as electioneering where the procedure was to tell the candidate to stop, or s/he would be disqualified.

The new election challenge process via the recently established Neighborhood Council Regional Peer Grievance Panel was used for the first time during the 2016 elections. Election challenges were received via the EmpowerLA Election Challenge Portal (empowerla.org/election-challenge-process) where the challenge had to meet the following requirements per Section XVI. Challenges of the Neighborhood Council Election Manual:

- 1. Identify the basis for the challenge to the election.
- 2. Identify the person(s) issuing the challenge and their contact information.
- 3. Identify up to 3 witnesses and provide their statements via a Witness Statement Form.
- 4. Provide all supporting documentation, including any witness statements (none will be accepted after the request is filed).
- 5. The supporting documentation must prove that the alleged challenge is not only valid, but would also have made a difference in the election outcome. Challenges without such supporting documentation will automatically be rejected.

The following is a list of items that were and were not challengeable:

Honorable Members of the Los Angeles City Council February 28, 2017 Page 3 of 5

### Challengeable:

- Incorrect Ballots (which caused voters to vote either significantly more or less for a qualified or incorrect candidate)
- Electioneering by Candidate(s)
- Ballot Duplication (by a candidate or stakeholder)
- Explicit Use of City logo(s) for Campaign Materials by Candidate(s) (including LA City, EmpowerLA logo, Neighborhood Council logo, and any other City department logo)
- · Neighborhood Council Board Endorsement of a Candidate or Slate of Candidates
- Neighborhood Council Outreach Materials Where Only Existing Board Member Candidates Are Mentioned after Candidates Are Certified
- Americans with Disabilities Act (ADA) Accessible Facility (if curbside voting was not available)
- Illegal Collection of Vote-by-Mail Ballots
- · Multiple Voting any voter who casts multiple ballots in one Neighborhood Council election illegally

## Any area not listed above is non-challengeable, including, but not limited to:

- · Lack of Outreach (outreach performed by a Neighborhood Council, the Department, or any other City entity)
- Published Articles (challenges based on election information published in media such as the Internet [including blogs], newspaper[s], or any other type of media)
- Translated Election Material
- Candidate Forums
- Polling Place or Pop Up Poll Location Selection
- Change of Polling Place or Pop Up Poll Location
- Email Forwarding of Neighborhood Council "Get Out To Vote Material" or Emails. Ballot Design
- Neighborhood Council Endorsed Election Procedures/Policies
- Neighborhood Council Bylaws (Received from the Department by deadline)
- Neighborhood Council Endorsed Polling Place or Pop Up Poll Suggestions
- Stakeholder Qualifications to Vote (Neighborhood Council Bylaws or Election Procedures Stipulation Worksheet)
- Department Approved Outreach Material
- Candidate Slate(s)/Slate Flyers
- Campaign Expenditure(s)
- Volunteer Poll workers or Poll worker Bias
- Use of Police and/or Security at Polling Place or Pop Up Poll
- Voter Intimidation
- Error in Voting Instructions
- Lack of Necessary Voting Materials
- Voters Threatened by Candidates
- Electioneering by Stakeholder(s) or at Pop Up Polls
- **Voter Instructions**

Honorable Members of the Los Angeles City Council February 28, 2017 Page 4 of 5

- Known Factors Prior to Election Day (such as: polling place bias because a candidate works at the location, language translators, etc.)
- Language assistance or lack thereof at Polling Place or Pop Up Poll
- Use of LA City, EmpowerLA logo, or Neighborhood Council logo when it is used on a website as identification purposes for an active link to click through to the City, EmpowerLA or Neighborhood Council website, social media page, etc. for more information
- Endorsements and Sample Ballots created by and/or distributed by stakeholders or candidates that ask voters to vote for a specific candidate or candidates

The Election Manual further provides language for remedies that the Neighborhood Council Grievance Panels could consider:

If a challenge is found to be valid, remedies will be narrowly interpreted to affect only the voters, candidates, or seats affected. Redoing the entire Neighborhood Council election is not a remedy unless the challenge affected every seat on the ballot. Remedies can include, but are not limited to, letters of correction/reprimand, disqualification of candidates or voters, Neighborhood Council funding penalties and referral to the City Attorney's Office for criminal prosecution.<sup>1</sup>

When an election challenge was received, EmpowerLA non-election staff handled the processing of the election challenge. Three Independent Election Administrators, who did not run the election being challenged, along with the Office of the City Attorney reviewed the election challenges as to its validity per the election challenge requirements. If the requirements were met, then the election challenge was moved on to the Neighborhood Council Grievance Panel for review. The panels were comprised of Neighborhood Council appointed volunteers who were not from the election region of the challenge. Of the 98 challenges filed during the 2016 elections, only 8 met the election challenge requirements. Of the 8 election challenges that were reviewed by the Regional Grievance Panel, only 3 were found to be valid: 2 from Sunland Tujunga Neighborhood Council and 1 from Studio City Neighborhood Council.<sup>2</sup>

It should be noted that both the Sunland Tujunga and Studio City election challenges were heard at the first Regional Grievance Panel, which was the first time any panel had been called for either a grievance or an election challenge. At this hearing, it became clear that the process outlined in the existing ordinance for providing notice of the hearing as well as the testimony process during the hearing was insufficient to ensure all parties had the ability to speak before the panel. EmpowerLA worked with the City Attorney's Office to change some of the processes<sup>3</sup> in order to ensure that the

<sup>&</sup>lt;sup>1</sup> During the Neighborhood Council Election Town Halls in 2015, the Neighborhood Council members pushed for providing remedy flexibility for the Neighborhood Council Grievance Panels for election challenges because of the various situations that could arise, which may not be able to be addressed with a standardized remedy system.

<sup>&</sup>lt;sup>2</sup> All election challenges and determinations are listed on the EmpowerLA website at empowerla/elections/ under the "Submitted Challenges" button.

<sup>&</sup>lt;sup>3</sup> These changes were: the notice to candidates against whom challenges were filed had to state specifically that they could be removed if they lost the challenge, and additional time was provided to these candidates to speak on their behalf at the hearing. In the original ordinance, only the challenger and EmpowerLA staff could present testimony.

Honorable Members of the Los Angeles City Council February 28, 2017 Page 5 of 5

Regional Grievance Panel was able to hear all of the evidence from the parties. While the result was a changing of the procedures during the election challenge process, these changes were necessary to provide equity to the parties involved and to supply the information the panelists needed to make a determination. As a result of the changes, there were no other issues for the remaining election challenges reviewed by the Regional Grievance Panel.

### **ELECTION CHANGES**

In future elections, EmpowerLA will be focusing on the outreach for candidates and voters while the Office of the City Clerk (City Clerk) conducts the elections and administers the election challenges. The City Clerk has included in their election budget proposal for Fiscal Year 2017-2018 additional funds for paid at-polls staff because of the difficulty with recruiting and training volunteers. This change will make training and running the polls more uniform in future Neighborhood Council elections.

Another opportunity for Neighborhood Councils to weigh in on election policies and procedures will be available for Neighborhood Council stakeholders to provide feedback prior to the next election cycle on any other updates that should be made. EmpowerLA and the City Clerk will work together to conduct this engagement.

The City Clerk will still process election challenges with the Neighborhood Council Grievance Panels because the decision to use the panels was suggested by the Neighborhood Councils in the first place, which is why it is included in the original ordinance. EmpowerLA recommends the City Attorney's Office be instructed to update the ordinance addressing the changes EmpowerLA had to make mid-process during the 2016 elections and the ability of the City Clerk to have the authority to administer the election challenges prior to the next Neighborhood Council elections.

#### CONCLUSION

EmpowerLA anticipates the election changes and recommendation in this report will address the City Council's concerns to improve the Neighborhood Council voting environment and election challenges.

Please feel free to contact me directly if you have any questions relative to this report.

Sincerely,

General Manager

Department of Neighborhood Empowerment



## Out of the Office Re: Urgent: Action Needed to Rectify Funding Issue

1 message

**Grayce Liu** <grayce.liu@lacity.org>
To: holly.wolcott@lacity.org

Thu, Jun 8, 2017 at 2:51 PM

Hi!

Hope all is well. Thank you for your email.

I will be out of the office until Monday, June 19, 2017. Director of Policy and Government Relations, Mike Fong, will be Acting General Manger while I am gone. He can be reached at Mike.Fong@lacity.org or by calling (213) 978-1551.

If you have a questions about Neighborhood Councils, please contact our Neighborhood Council Support Helpline at NCSupport@lacity.org or by calling (213) 978-1551.

Best.

Grayce Liu General Manager

\*Department of Neighborhood Empowerment\*
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org
<a href="http://www.empowerla.org/">http://www.empowerla.org/></a>

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### Fwd: DRAFT REIGN Committee Agenda - Tues. June 27th @ 6pm

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <Holly.Wolcott@lacity.org>

Mon, Jun 19, 2017 at 3:39 PM

Hi, Holly,

Hope all is well. Do we need to discuss some of these issues?

Best. Grayce

----- Forwarded message -----

From: "Andrew Westall" <andrew.westall@lacity.org>

Date: Jun 19, 2017 1:42 PM

Subject: DRAFT REIGN Committee Agenda - Tues, June 27th @ 6pm

To: "Richard Williams" <richard.williams@lacity.org>, "Erika Pulst" <erika.pulst@lacity.org>, "John Wickham" <john.wickham@lacity.org>, "Christopher Concepcion" <christopher.concepcion@lacity.org>, "Justin Wesson"

<iustin.wesson@lacity.org>, "Strefan Fauble" <strefan.fauble@lacity.org>

Cc: "Grayce Liu" <grayce.liu@lacity.org>, "Stephen Box" <stephen.box@lacity.org>, "Mike Fong" <mike.fong@lacity.org>

Richard.

Please prepare a Draft REIGN Committee agenda for Tues. June 27th @ 6pm with the following items ...

04-1935-S1 - Improve Voting Environment / Poll Worker Training / Neighborhood Council Elections

15-1022 - Pilot Online Voting Project / 2016 Neighborhood Council Elections

15-1022 - S2 - Online Voting / Improve Experience / Neighborhood Council Elections

17-0600-S20 - Budget Recommendations / Office of the City Clerk / Online Voting System

17-0600-S41 - Budget Recommendations / Department of Neighborhood Empowerment / Neighborhood Council Translation Services

17-0600-S82 - Budget Recommendations / Department of Neighborhood Empowerment / City Clerk / Neighborhood Council Elections / Odd Numbered Years

17-0600-S83 - Budget Recommendations / Department of Neighborhood Empowerment / City Clerk / Online Voting

17-0216 - Mid-City Heights / Community Naming or Renaming

17-0102 - Glencrest Hills / Community Naming or Renaming

Thanks!

Andrew



Andrew Westall Assistant Chief Deputy Office: 213-473-7010 www.herbwesson.com





## Fwd: DRAFT REIGN Committee Agenda - Tues. June 27th @ 6pm

Holly Wolcott <holly.wolcott@lacity.org> To: Grayce Liu <grayce.liu@lacity.org>

Mon, Jun 19, 2017 at 3:42 PM

Probably. I am in Riverside at a clerk training thing the rest of this week. Phone after hours or next Monday? [Quoted text hidden]



## Fwd: DRAFT REIGN Committee Agenda - Tues. June 27th @ 6pm

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <holly.wolcott@lacity.org>

Mon, Jun 19, 2017 at 4:28 PM

Hi, Holly,

No worries. Whatever works for you. I'm going to go through all of the CFs and remind myself what all of them are about.

Best, Grayce [Quoted text hidden]



## Fwd: DRAFT REIGN Committee Agenda - Tues. June 27th @ 6pm

Holly Wolcott <holly.wolcott@lacity.org> To: Grayce Liu <grayce.liu@lacity.org>

Mon, Jun 19, 2017 at 4:37 PM

Jinny will do that too and we will touch base. I also asked her to check in with Justin. We need to figure out where we are going.

[Quoted text hidden]



## Fwd: DRAFT REIGN Committee Agenda - Tues. June 27th @ 6pm

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <holly.wolcott@lacity.org>

Mon, Jun 19, 2017 at 6:12 PM

Okie dokie!

Best.

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

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[Quoted text hidden]



## **Neighborhood Council Election Year Change**

Holly Wolcott <holly.wolcott@lacity.org>
To: Grayce Liu <grayce.liu@lacity.org>

Mon, Jun 19, 2017 at 4:38 PM

Ok...this was a little more specific than I had imagined....

------ Forwarded message --------From: "Jinny Pak" <jinny.pak@lacity.org>

Date: Jun 19, 2017 4:30 PM

Subject: Neighborhood Council Election Year Change To: "Justin Wesson" <justin.wesson@lacity.org>

Cc: "Holly" <holly.wolcott@lacity.org>

Hi Justin,

I'm writing to you on behalf of Holly Wolcott, who's out at a conference this week.

I was following up to see where things were with the possibility of moving NC Elections to odd-numbered years?

As we are already planning/preparing for the 2018 elections, we would need to know as soon as possible if elections were to be moved.

Any information would be greatly appreciated.

Thank you!

Jinny Pak Chief, Election Division Office of the City Clerk City of Los Angeles (213) 978-0444

SUBSCRIBE AND RECEIVE EMAIL NOTIFICATIONS FROM THE ELECTION DIVISION. CLICK HERE.







### **Neighborhood Council Election Year Change**

**Grayce Liu** <grayce.liu@lacity.org>
To: Holly Wolcott <holly.wolcott@lacity.org>

Mon, Jun 19, 2017 at 6:16 PM

:)

Best.

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

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[Quoted text hidden]



## LBNC - URGENT - Strategic Plan and 2017/18 Budget

Grayce Liu <grayce.liu@lacity.org>

Thu, Jun 22, 2017 at 12:48 PM

To: Linda Gravani < Igravani@hotmail.com>

Cc: "petty.santos@lacity.org" <petty.santos@lacity.org>, Semee Park <semee.park@lacity.org>, Holly Wolcott <holly.wolcott@lacity.org>

Hi, Linda.

Hope all is well. Sorry for the delay in updating the forms. We had a glitch switching them over to QuickBase, but wanted to make sure that was done so you'll be able to see it on the monthly profile. The new portal will be up by tomorrow.

Please let me know if you have any other questions.

Best,

Grayce Liu General Manager

### Department of Neighborhood Empowerment

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On Thu, Jun 22, 2017 at 9:47 AM, Linda Gravani <a href="mailto:square">Igravani@hotmail.com</a> wrote: [Quoted text hidden]



## Los Feliz NC Complaint

Grayce Liu <grayce.liu@lacity.org>
To: Holly Wolcott <Holly.Wolcott@lacity.org>

Fri, Jun 23, 2017 at 5:13 PM

Hi, Holly,

Hope all is well. I just learned that the LFNC is reviewing this draft complaint letter about our departments to send to CMs Ryu and O'Farrell. There's some long held baggage with some of the board members that will never cease unfortunately. Don't know if the board will pass it, but will see when it's on the agenda to go and address the issues directly if necessary.

I have Lorenzo reaching out to the CMs staff, too.

Please let me know if you have any questions.

Best,

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

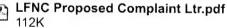
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### CITY OF LOS ANGELES LOS FELIZ NEIGHBORHOOD COUNCIL



**CERTIFIED COUNCIL #35** 

PO Box 27003 Los Angeles, CA 90027-0003

(213) 973-9758

www.losfeliznc.org

info@losfeliznc.org

PRESIDENT

Luke Klipp VICE PRESIDENTS [Vacant] - Administration

Jon Deutsch- Communications TREASURER [Vacant]

> SECRETARY **Bryant Edwards**

> > June 20, 2017

#### DRAFT

Councilmembers Ryu and O'Farrell,

We are writing to request your assistance and direct engagement on an issue of importance to our Neighborhood Council. While more recently this issue has become more acute, it is something that has been a challenge for us in conducting the day-to-day of our work for many years.

Our Neighborhood Council is entirely volunteer-run. As such, every member of our board and of our numerous stakeholder committees is providing their most precious resource - their time - on behalf of our neighborhood's constituents, in service to our stakeholders and to the City. As an extension of the City, we are required to comply with numerous requirements, particularly as they relate to our finances, our governance, and our operations. Up until a recent decision by the City, for all of these areas our primary support at the City has been the Department of Neighborhood Empowerment, or DONE. And while a recent decision moving our primary point of contact regarding finances from DONE to the City Clerk has shifted some of the responsibility and challenges, the ongoing issues remain.

Most recently, we have encountered several specific challenges, including:

- The City accelerating FY17 funding deadlines with only two months before the new deadlines take effect, with the understanding that all unused funds would be lost. These accelerated deadlines were new this year and implemented without any feedback and little consideration for things like automatic, recurring charges, for which the City's financial procedures have cost the neighborhood council in the past.
- DONE staff have inserted themselves into neighborhood council decisions after the fact without any advance engagement with our board or executive committee. These decisions have delayed our ability to execute board decisions and forced the council to utilize additional resources just to meet new City expectations never before expressed.

Expectations from DONE have been wholly obscure on key items like future election years and budget submission dates. Where one might think that something as important as when neighborhood councils will hold their next elections would warrant its own specific alert to boardmembers with instructions for feedback, instead DONE's communication on this item warranted only a brief mention in a weekly newsletter that could have gone unnoticed. And, with respect to the FY18 Budget submission, the June 30, 2017 submission deadline was mentioned only in passing in the middle of a monthly, multi-page, auto-generated form; and, even as of today, June 20, with the submission deadline days away, the online submission form is still last year's form and does not allow for NCs to submit their FY18 budget using what we are told by DONE staff will be a "new form."

These are just a few of the more recent challenges, but it is worth noting that DONE's responsiveness to even basic matters like providing information for instructions on submitting Community Impact Statements has been quite difficult, taking months at a time to get so much as a return phone call.

We write to you because we believe that our City Council has a stake in this. Neighborhood Councils serve as the eyes and ears of our City Councilmembers. At the heart of our mission is stakeholder engagement, and that requires adequate staff support from the City. So long as our support from DONE is inconsistent, at best, we expect our elected leadership to be proactive in addressing these challenges and assisting our efforts to ensure that our City's stakeholders have a voice that is supported and encouraged by the City staff who are charged with giving us the tools that we need to be successful.

Thank you for your attention to this matter. We would request a response and are available to provide additional feedback as needed. This letter was approved by a vote of the Los Feliz Neighborhood Council Governing Board with \_\_ in favor, \_\_ opposed, and \_\_ abstentions.

Best regards,

### DRAFT

Luke H. Klipp, President Los Feliz Neighborhood Council

CC: Grayce Liu, Director of the Department of Neighborhood Empowerment Holly Wolcott, City Clerk



## Los Feliz NC Complaint

Holly Wolcott <holly.wolcott@lacity.org> To: Grayce Liu <grayce.liu@lacity.org>

Fri, Jun 23, 2017 at 6:24 PM

Thanks. I think we are able to answer any charges if asked.

Holly [Quoted text hidden]



### Fwd: ERNC re Skid Row NC Election Challenge

Gravce Liu <grayce.liu@lacity.org> To: Holly Wolcott <Holly.Wolcott@lacity.org> Thu, Jun 29, 2017 at 4:36 PM

FYI

Best.

Grayce Liu General Manager

### **Department of Neighborhood Empowerment**

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----- Forwarded message ------

From: ERNC Board (via Google Docs) <a href="mailto:drive-shares-noreply@google.com">drive-shares-noreply@google.com</a>

Date: Thu, Jun 29, 2017 at 4:27 PM

Subject: ERNC re Skid Row NC Election Challenge

To: grayce.liu@lacity.org

Cc: councilmember.harris-dawson@lacity.org, councilmember.wesson@lacity.org, wesson.hj@lacity.org, Councilmember. Huizar@lacity.org, richard.williams@lacity.org, thomas.soong@lacity.org, mike.fong@lacity.org, commissionerlenshaffer@gmail.com, Leonard.Shaffer@lacity.org, LANCC@empowerla.org, executive@ernc.la

### ERNC Board has attached the following document:

### ERNC re Skid Row NC Election Challenge



Hello -

Attached please find a Request for Action from the Eagle Rock Neighborhood Council. We ask that you please give it your prompt attention, and please reach out to us with follow-up or with any questions.

Thank you!

The Eagle Rock Neighborhood Council Board

email: info@ernc.la

web: ernc.la

facebook: ERNC.LA twitter: @EagleRockNC

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ERNC re Skid Row NC Election Challenge.pdf 135K

## EAGLE ROCK NEIGHBORHOOD COUNCIL

Lisa Kable Blanchard, President Cyndi Otteson, Vice President Miry Whitehill, Treasurer Matt Hemingway, Secretary Pat Niessen, Communications David Greene, Immediate Past President





WWW.ERNC.LA INFO@ERNC.LA

#### REQUEST FOR ACTION

June 28, 2017

Councilmembers Herb Wesson, Marqueece Harris-Dawson, and José Huizar Los Angeles City Council Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee

Dear Councilmembers,

We declare that on June 6, 2017, a Brown Act noticed public meeting was held by the Eagle Rock Neighborhood Council (ERNC) at which a quorum was present, and the following motion was passed unanimously:

The ERNC requests that the City Council and its committees investigate and report back on the May 19, 2017 Department of Neighborhood Empowerment (DONE) decision to certify the results of the April 6 Skid Row Neighborhood Council subdivision election, and its dismissal of the decisions and recommendations of the Election Challenge Panel it convened on May 3.

Specifically, we ask that DONE's voiding of the Panel's decision to uphold all 3 election challenges, and its rejection of the Panel's primary and secondary remedies, be reviewed by an impartial City department or an outside agency.

Regarding DONE's voiding of the Panel's decision to uphold the 3 challenges:

- We would like the City Council to determine what authority, if any, allows DONE to overrule the Panel's final decision by declaring that its own interpretation of the "factual basis" of challenges supersedes the Panel's. If this is the case, then there is never any need to convene an Election Challenge Panel. (see Attachment 1)
- In its May 19 voiding of the Panel's decision in Challenge 104, DONE states that there was "no Neighborhood Council board endorsement in this case." We would like the City Council to determine whether DONE had a duty to mention during the Challenge Panel hearing that the Historic Cultural Neighborhood Council, which was also a party to the Skid Row NC subdivision, appears to have made such an endorsement on March 14, 2017, with a DONE staff member in attendance. (see Attachment 2)

### Regarding DONE's rejection of the Challenge Panel's remedy:

- The first part of the Panel's remedy required DONE and other City agencies to make a second and better effort at investigating the allegations; we would like the City Council to determine what authority allows DONE to reject this part of the remedy due to its own unwillingness to perform such an investigation.
- The second part of the Panel's remedy -- to be applied if further investigation did not change the election result -- required a new election to be held, since both "seats" or sides in the referendum were affected, which is the standard for holding a new election in DONE's Subdivision Election Manual (Sec. XII). For DONE to reject this part of the remedy because it now chooses to define the phrase "every seat on the ballot" to mean "every voter in the election" both defies common sense, and is an impossible standard. This is the most concerning part of DONE's May 19 decision, and we ask the City Council to determine what authority allowed DONE to so fundamentally re-define this important section of the Subdivision Election Manual only after the Election Challenge Panel created its remedy, using the as-written Manual as its guide.

We hope that the City Council's report will include an action plan to reform and improve DONE's election challenge regulations, to make them more efficient and comprehensible so that our unique and necessary Neighborhood Council system can better serve the residents of Los Angeles.

Respectfully,

The Eagle Rock Neighborhood Council Board

CC:

Richard Williams, Legislative Assistant Tom Soong, Mike Fong and Grayce Liu, Department of Neighborhood Empowerment Leonard Shaffer, Board of Neighborhood Commissioners Los Angeles Neighborhood Councils



### Get together

4 messages

**Holly Wolcott** <holly.wolcott@lacity.org>
To: Grayce Liu <grayce.liu@lacity.org>

Thu, Jul 6, 2017 at 11:29 AM

Got time today, tomorrow or next week?

**Grayce Liu** <grayce.liu@lacity.org>
To: Holly Wolcott <holly.wolcott@lacity.org>

Thu, Jul 6, 2017 at 1:54 PM

Hi, Holly,

Hope all is well. Are you and Shannon free for lunch on Monday, 7/10? Wednesday and Thursday also work. Please let me know. Thanks!

Best,

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

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On Thu, Jul 6, 2017 at 11:29 AM, Holly Wolcott <a href="mailto:holly.wolcott@lacity.org">holly.wolcott@lacity.org</a> wrote:

Got time today, tomorrow or next week?

Holly Wolcott <a href="mailto:holly.wolcott@lacity.org">holly.wolcott@lacity.org</a>
To: Grayce Liu <a href="mailto:sqrayce.liu@lacity.org">sqrayce.liu@lacity.org</a>

Thu, Jul 6, 2017 at 4:27 PM

Hi Wednesday or Thursday work. I am taking Monday off.

I hope your A/C got fixed.



### Holly L. Wolcott

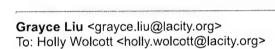
Email: holly.wolcott@lacity.org

Phone: 213-978-1020



### City Clerk

City of Los Angeles 200 North Spring Street, Rm. 360 Los Angeles, CA 90012



Thu, Jul 6, 2017 at 4:33 PM

Howdy,

Okie dokie. I'll send an email out for Wednesday then. You gals choose the place. I can drive.

Best,

Grayce Liu General Manager

Department of Neighborhood Empowerment

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## Invitation: Lunch Appointment @ Wed Jul 12, 2017 12pm - 1pm (Holly Wolcott)

1 message

Grayce Liu <grayce.liu@lacity.org>

Thu, Jul 6, 2017 at 4:36 PM

Reply-To: Grayce Liu <grayce.liu@lacity.org>

To: holly.wolcott@lacity.org, Shannon Hoppes <shannon.hoppes@lacity.org>

### **Lunch Appointment**

more details »

When

Wed Jul 12, 2017 12pm - 1pm Pacific Time

Calendar

Holly Wolcott

Who

- grayce.liu@lacity.org organizer
- Holly Wolcott
- Shannon Hoppes

Going? Yes - Maybe - No more options »

Invitation from Google Calendar

You are receiving this email at the account holly.wolcott@lacity.org because you are subscribed for invitations on calendar Holly Wolcott.

To stop receiving these emails, please log in to https://www.google.com/calendar/ and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. Learn More.

invite.ics



### Letter from the Los Feliz NC regarding elections timing

Grayce Liu <grayce.liu@lacity.org>

Mon. Jun 19, 2017 at 6:43 PM

To: "Luke H. Klipp, Los Feliz Neighborhood Council" <lukeklipp@losfeliznc.org>

Cc: Mayor Garcetti <mayor.garcetti@lacity.org>, Leonard Shaffer <commissionerlenshaffer@gmail.com>, Joy Atkinson <joyatkinson.bonc@gmail.com>, Commissioner Eli Lipmen <commissionerlipmen@gmail.com>, debra.wehbe@lacity.org, Maggie Darett-Quiroz <maggie.darett-quiroz@lacity.org>, eve.sinclair@lacity.org, Councilmember Wesson <councilmember.wesson@lacity.org>, Council Member Huizar <councilmember.huizar@lacity.org>, Councilmember Harris-Dawson <councilmember.harris-dawson@lacity.org>, cityclerk@lacity.org, Holly Wolcott <holly.wolcott@lacity.org>

Hi, Luke,

Hope all is well. Thank you for your letter and update on Los Feliz Neighborhood Council's work on our election timing request. I understand the board's hesitation in light of a perceived conflict of interest in extending their own terms, and I wish I could have provided more than the 2 months we initially gave Neighborhood Councils to take action on the request. We set that first deadline because we wanted to make sure that any action taken on this decision by the board would be heard by the City Council. As the City Council has not addressed this matter yet, we have encouraged Neighborhood Councils to still send in their election timing decisions in the additional month and a half that have passed since the first May 1st deadline.

I believe the Rules, Elections, Intergovernmental Relations and Neighborhoods Committee may start reviewing this matter next week at a special meeting, and we will present the decisions we have in hand from Neighborhood Councils at this point, including LFNC's letter.

Thank you for your work on this matter. Please let me know if you have any other questions. Have a good evening!

Best.

Gravce Liu General Manager

Department of Neighborhood Empowerment

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### Letter from the Los Feliz NC regarding elections timing

Holly Wolcott <holly.wolcott@lacity.org> To: Grayce Liu <grayce.liu@lacity.org>

Fri, Jul 7, 2017 at 6:35 AM

As of right now the 2018 Elections are moving forward. We needed to know by July 1. So we have started the process. [Quoted text hidden]



17 0518 Liu, G - NC Election Cycles.pdf



### CITY OF LOS ANGELES

### Los Feliz Neighborhood Council



PRESIDENT Luke H. Klipp

VICE PRESIDENTS

Vacant - Administration

Jon Deutsch - Communications

TREASURER Barbara Howell

**SECRETARY**Bryant Edwards

**CERTIFIED COUNCIL #35** 

PO Box 27003 Los Angeles, CA 90027

(213) 973-9758

info@losfeliznc.org

www.losfeliz.org

May 18, 2017

Grayce Liu General Manager Department of Neighborhood Empowerment 200 N. Spring Street, Suite 2005 Los Angeles, CA 90012

Re: Neighborhood Council Election Cycles

Dear Ms. Liu:

We are in receipt of a request for the Los Feliz Neighborhood Council (LFNC) to formally adopt a resolution recommending a course of action on how our biennial election cycles must be altered to accommodate the City Clerk's reconfiguration of its timetable for conducting other elections.

As you're aware, we have undergone similar election timetable changes in the past (2008 & 2012), and are cognizant of the many other formal adjustments (bylaws, rules, policies, etc.) that must also be facilitated to effectively accommodate any such election related change.

When the Los Angeles City Council voted to extend the terms of half its members in order to align L.A.'s municipal election cycle with those of federal and state officials, the incumbent council members who might have potentially received extended terms had to first prevail in a general election, with the understanding their terms would be longer than the requisite four years.

You're now asking Neighborhood Council boardmembers to potentially vote to extend their *own* terms without the benefit of a general election. While some may see this as a matter of incumbent boardmember preference and paperwork modifications, we do not. Careful consideration must be given, and it should be done with transparency and by methods where not even the appearance of impropriety or individual self-serving motivations could be called into question.

To accomplish this, we must formulate a plan that contemplates the staggered election structure of our Governing Board, our four-year boardmember terms,

adhering to the constraints of a new fixed election schedule held in odd-numbered years (after 2018), and how to engage the public in such a discussion and decision. Add to this that we still do not know whether there will be a formal policy mandated upon us requiring the use of online voting.

DONE's decision timetable is incongruent with the realities of administrating the monthly business of our neighborhood council, nor were we consulted on what sort of timing was realistic for the task at hand. LFNC coming to consensus on this decision may very well require the convening of a special meeting.

Taking into account our regular monthly meeting schedule, and given our recent agenda loads, we were given what essentially amounts to two meetings worth of notice near the fiscal year's end. We are writing to advise you we are actively engaged in addressing this concern, and will apprise you and others as to what we resolve as soon as possible.

We do not want to have a "default" decision mandated upon our stakeholders and ourselves by whoever has the authority to do so, who is likely to have limited understanding of mechanics of our governing board and the expectations of the stakeholders we represent.

Thank you for your consideration in this matter. The courtesy of a written reply is appreciated.

Sincerely,

Luke H. Klipp President

cc: Board of Neighborhood Commissioners (BONC)

Garcetti, E. (MAYOR)
Park, R. (MAYOR)

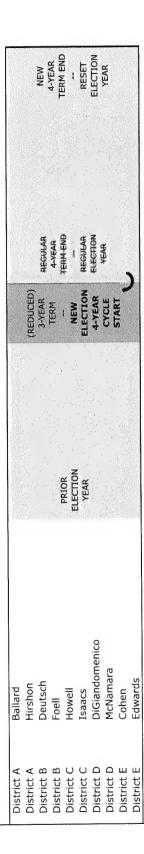
Rules, Elections, Intergovernmental Affairs and Neighborhoods Committee (REIGN)

Wolcott, H. (CLERK)

2025	
20	
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2025	
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2019	
2018	
2017	
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AREA & REPRESENTATION	

# REDUCED BOARD TERMS (-1 YEAR) AFTER & PRIOR TO REGULAR ELECTIONS

District A	Demmers				
District B	Kim	a v = 1,000	(REDUCED)		M∄M
District C	Cassadore	A-YEAR		4-YEAR	4-YEAR
District D	Longfellow			TERM END	TERM END
District E	Klipp	ELECTION			1
Business	Carlson			REGULAR	RESET
Education	Rodriguez	NOTION		YEAR	YEAR
Public Safety	Hain				
Recreation	Mauceri			)	



# PROS

Staggered terms remain intact.
Balanced term reductions only (optics).
Keeps 2018 election schedule.
Accomplishes goal in minimal amount of time.
Balanced reductions for each Board group.

# CONS

Balanced term <u>reductions</u> only (experience).

Back-to-back elections in 2018-19.

Cannot effect bylaw changes to match plan.

	2025	
3	2024	7 <u>.</u> 9 1
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	2018	
į	<del>2017</del>	
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	AREA &	KETKESENIALON

# EXTENDED BOARD TERMS (+1 YEAR) AFTER REGULAR ELECTIONS

rict A	Demmers			
trict B	Kim			űN.
District C	Cassadore		AXEAD TERM END	4-YEAR
trict D	Longfellow	PRIOR		TERM
Trict II	Klinn	El ECTION		
1	4411	YEAR		RESE
siness	Carlson			
ucation	Rodriguez			YEA
Public Safety	Hain		START	
acreation	Mariceri			

District A	Ballard		
District A	Hirshon	EXTENDED	
District B	Deutsch		NEW
		TERM END	4-YEAR
DISTRICT B	Local		CINE MASI
District C	Howell		1
District C	Isaacs	CLECTION VEAD	RESET
District D	DiGiandomenico	FLECTION	ELECTION
District D	Monara	YEAR CYCLE	YEAR
חואנונר ה	Menainaia	START	
District E	Cohen		
District E	Edwards		

# PROS

Staggered terms remain intact.
Balanced term extensions only (experience).
No back-to-back election years.
Gains another year for bylaw-change window.
Balanced extensions for each Board group.

## CONS

Balanced term extensions only (optics). Loses regular 2018 election schedule. Prlongs the inevitable.

	2025
1	2024
	2023
,	<del>202</del> 2
	2021
1	5050
	2019
	2018
!	2017
	2016
	2015
	2014
	AREA & REPRESENTATION

# MIXED BOARD TERM (+/- 1-YEAR) EXTENSIONS & REDUCTIONS

		the state of the s					
District A	Demmers		\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \				
District B	Kim			EXTENDED	(REDUCED)		
District C	Cassadore		REGULAR	5-YEAR TEDM FAID	Z-YEAR TEDM END	REGULAR	NEW
District D	Longfellow	PRIOR	TERM END			HERM END	TERM END
District E	Klipp	ELECTION	1	NEW	NEW	H	1
Business	Carlson	YEAR	REGULAR	ELECTION	ELECTION	REGULAR	RESET
Education	Rodriguez		<b>*</b>	Z-YEAR	4-YEAR	* ####################################	ELECTION
Public Safety	Hain			START	START		Š
Recreation	Mauceri						

District A	Ballard		
District A	Hirshon	(CEC)TGES)	
District B	Deutsch		REGULAR
District B	Foeli	TERM END	4-YEAR
District C	Howell		TERM END
District C	Isaacs	VEAR VEAR	1 M
District D	DiGiandomenico	4-YEAR	ELECTION
District D	McNamara	CYCLE	YEAR
District E	Cohen	START	
District E	Edwards		

# PROS

Mixture of extensions & reductions. Can effect bylaw changes to match plan.

# CONS

Election years no longer staggered.

Mixture of extensions & reductions.

Balanced term reductions only (experience).

Election ballot complexity.



### Letter from the Los Feliz NC regarding elections timing

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <holly.wolcott@lacity.org> Fri, Jul 7, 2017 at 9:47 AM

Howdy,

Do you have the new City Council Committee List handy? The one on the lacity.org website is the old one. I have an email to Shannon, but not sure when she'll be able to get it to me, and I wanted to include it in our newsletter today.

Please let me know. Thanks!

Best.

Grayce Liu General Manager

### **Department of Neighborhood Empowerment**

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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### Letter from the Los Feliz NC regarding elections timing

**Grayce Liu** <grayce.liu@lacity.org>
To: Holly Wolcott <holly.wolcott@lacity.org>

Fri, Jul 7, 2017 at 10:30 AM

Hi, again,

Lorenzo tracked the list down so I'm good. Thanks!

Best,

Grayce Liu General Manager

### **Department of Neighborhood Empowerment**

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### **Council Committee Assignments**

**Holly Wolcott** <holly.wolcott@lacity.org>
To: Grayce Liu <grayce.liu@lacity.org>

Fri, Jul 7, 2017 at 10:31 AM

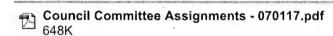
------ Forwarded message ------

From: "Andrew Westall" <andrew.westall@lacity.org>

Date: Jul 1, 2017 5:33 PM

Subject: Council Committee Assignments

To: "Westall, Andrew" <andrew.westall@lacity.org>





# HERB J. WESSON, JR. COUNCILMEMBER, 10TH DISTRICT PRESIDENT, LOS ANGELES CITY COUNCIL

July 1, 2017

Honorable Members of the Los Angeles City Council 200 N. Spring Street Los Angeles, CA 90012

Dear Honorable Members:

### RE: Council Committee Assignments

First and foremost, welcome to the 2017-18 Fiscal Year and to our new member Monica Rodriguez, welcome to the Los Angeles City Council. Accompanying this letter (see attached) are the appointments to all Council Committees. These appointments are effective immediately.

You are requested to notify the CLA and the City Clerk by 5pm on Monday July 10<sup>th</sup> with a list of your top 5 committee times/dates/frequency of meetings in priority order. The CLA and the City Clerk, in consultation with myself, will develop the committee schedule to be released by Tuesday July 18<sup>th</sup>.

Please work with the City Clerk, CLA, CAO, and City Attorney's office representatives assigned to your committee as quickly as possible, in order for committees to begin meeting when the Council is back in session the week of July 24th.

If you have any questions regarding this matter, please do not hesitate to discuss them with me.

Warm Regards,

HERB J. WESSON, JR.

President, Los Angeles City Council

HJW:aw

Cc: The Honorable Eric Garcetti, Mayor

Holly Wolcott, City Clerk

Sharon Tso, Chief Legislative Analyst

Richard H. Llewellyn, Interim City Administrative Officer

# Los Angeles City Council Council Committee Assignments

Committee	Chair	Vice Chair	Member	Member2	Member3
Arts, Entertainment, Parks, and River	O'Farrell	Ryu	Price		
Budget and Finance	Krekorian	Englander	Koretz	Blumenfield	Bonin
Economic Development	. Price:	Buscaino	Huizar		
Energy, Climate Change, and Environmental Justice	Martinez	Koretz	Krekorian	Cedillo	O'Farrell
Health, Education, and Neighborhood Councils	Ryu	Cedillo	Wesson		
Homelessness and Poverty	Harris-Dawson	Rodriguez	Huizar	Bonin	Price
Housing	Cedillo	Krekorian	Harris-Dawson		
Immigrant Affairs, Civil Rights, and Equity	Cedillo	Wesson	Price	Martinez	Ryu
Information, Technology, and General Services	Rodriguez	Blumenfield	O'Farrell		
Personnel and Animal Welfare	Koretz	Price	Englander		
Planning and Land Use Management	Huizar	Harris-Dawson	Englander	Blumenfield	Price
Public Safety	Englander	O'Farrell	Buscaino	Ryu	Rodriguez
Public Works and Gang Reduction	Blumenfield	Buscaino	Martinez	Ryu	Rodriguez
Rules, Elections, and Intergovernmental Relations	Wesson	Huizar	Harris-Dawson		
Trade, Travel, and Tourism	Buscaino	Bonin	Krekorian		
Transportation	Bonin	Martinez	Koretz	The state of the s	
Board of Referred Powers	Wesson	Krekorian	Huizar	Englander	Martinez
Ad Hoc Committee on Comprehensive Job Creation Plan	Krekorian	Wesson	Englander	Blumenfield	Harris-Dawson
Ad Hoc Committee on Police Reform	Wesson	Koretz	Englander	Cedillo	Harris-Dawson
Ad Hoc Committee on the 2024 Summer Olympics	Wesson	Cedillo	Krekorian	Buscaino Blumenfield	O'Farrell Price



### **Council Committee Assignments**

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <holly.wolcott@lacity.org> Fri, Jul 7, 2017 at 10:36 AM

Thanks, Holly!

Best,

Grayce Liu General Manager

### **Department of Neighborhood Empowerment**

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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### **Decide Madrid Website**

1 message

Grayce Liu <grayce.liu@lacity.org>

Wed, Jul 12, 2017 at 2:53 PM

To: Holly Wolcott <Holly.Wolcott@lacity.org>, Shannon Hoppes <shannon.hoppes@lacity.org>

Hi, ladies,

Here is the link for Decide Madrid. You can change the language to English on the top bar towards the left. I think this would be awesome for you to take on, and you can build an entire voter education as well as a voter registration campaign around it (a register to vote to like initiatives up type of thing or encouraging those submitting initiatives to register to vote if they're not).

Happy to assist in this project if you need it. Please let me know if you have any questions or if you want me to connect you to the folks who created the website.

Best,

Grayce Liu General Manager

### **Department of Neighborhood Empowerment**

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### Lunch Reschedule

9 messages

Grayce Liu <grayce.liu@lacity.org>

Mon, Jul 10, 2017 at 3:03 PM

To: Holly Wolcott <Holly.Wolcott@lacity.org>, Shannon Hoppes <shannon.hoppes@lacity.org>

Hi, ladies,

Hope all is well. The warranty company is still trying to fix my AC, and they've given me the helpful 10 to 4 window this Wednesday. I cannot do another 105 degree weekend without AC so I have to reschedule our Wednesday lunch to hopefully Thursday if you are both free.

Please let me know. Thanks!

Best,

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

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Los Angeles, CA 90012
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Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Holly Wolcott <holly.wolcott@lacity.org>

To: Grayce Liu <grayce.liu@lacity.org>

Cc: Shannon Hoppes <shannon.hoppes@lacity.org>

My mom has eye surgery on Thursday so I don't know what my availability is yet. [Quoted text hidden]

Grayce Liu <grayce.liu@lacity.org>

To: Holly Wolcott <holly.wolcott@lacity.org>

Cc: Shannon Hoppes <shannon.hoppes@lacity.org>

Okie dokie. We can also just meet about elections tomorrow and do lunch another week.

Best,

Mon, Jul 10, 2017 at 4:13 PM

Mon, Jul 10, 2017 at 4:16 PM

Grayce Liu General Manager

### **Department of Neighborhood Empowerment**

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[Quoted text hidden]

Holly Wolcott <holly.wolcott@lacity.org>

To: Grayce Liu <grayce.liu@lacity.org>

Cc: Shannon Hoppes <shannon.hoppes@lacity.org>

That works.

[Quoted text hidden]

Grayce Liu <grayce.liu@lacity.org>

To: Holly Wolcott <holly.wolcott@lacity.org>

Cc: Shannon Hoppes <shannon.hoppes@lacity.org>

Cool. I have time from 1:30 to 3:30.

Best.

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

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Department of
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EMPONENTA LEADERSTIF ACADEMI

Mon, Jul 10, 2017 at 4:18 PM

Mon, Jul 10, 2017 at 4:28 PM

[Quoted text hidden]

Holly Wolcott <holly.wolcott@lacity.org>

Mon, Jul 10, 2017 at 5:14 PM

To: Grayce Liu <grayce.liu@lacity.org>

Cc: Shannon Hoppes <shannon.hoppes@lacity.org>

Any of that works for me. We may have to shift some internal meetings but that is no big deal. 1:30 Shannon? [Quoted text hidden]

Grayce Liu <grayce.liu@lacity.org>

Mon, Jul 10, 2017 at 6:36 PM

To: Holly Wolcott <holly.wolcott@lacity.org>

Cc: Shannon Hoppes <shannon.hoppes@lacity.org>

Argh! The AC company just moved the appointment to Thursday because the part won't be in. Wednesday lunch is still good so you don't have to move things around. Sorry!

Best,

Grayce

[Quoted text hidden]

Holly Wolcott <holly.wolcott@lacity.org>

Mon, Jul 10, 2017 at 6:38 PM

Mon, Jul 10, 2017 at 7:19 PM

To: Grayce Liu <grayce.liu@lacity.org>

Cc: Shannon Hoppes <shannon.hoppes@lacity.org>

Sucks about A/C but ok.

[Quoted text hidden]

Grayce Liu <grayce.liu@lacity.org>

To: Holly Wolcott <holly.wolcott@lacity.org>

Cc: Shannon Hoppes <shannon.hoppes@lacity.org>

:-(



### Fwd: Re: Department Heads City Cell Phone Directory - June

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott < Holly. Wolcott@lacity.org> Fri, Jul 14, 2017 at 1:20 PM

Hi, Holly,

Hope all is well. Sorry, forgot to email this to you. This probably was provided to Gloria.

Please let me know if you have any questions.

Best.

Grayce Liu General Manager Department of Neighborhood Empowerment



### CITY DEPARTMENT HEADS . CELL PHONE #s

Department	Department Head	Office Phone	City Cell Phone	EAA / Scheduler
Aging, Department of	Laura Trejo	(213) 202-5645	(213) 804-8744	Susie Stiles
Airports, Los Angeles World	Deborah Flint	(424) 646-6250	(310) 529-5825	Lisa Holloway
Animal Services, Department of	Brenda Barnette	(213) 482-9558	(213) 435-0815	Maria Gordo
Building & Safety, Department of	Frank Bush	(213) 482-6800	(213) 792-8151	Susie Robles
Chief Legislative Analyst	Sharon Tso	(213) 473-5713	(213) 359-8867	Agnes Aquino
City Administrative Officer (Interim)	Rich Llewellyn	(213) 473-7534	(213) 359-3213	Michelle Garcia
City Clerk	Holly L. Wolcott	(213) 978-1020	(213) 453-9043	Gloria Pinon
Convention & Tourism Development, L.A. Dept. of	Doane Liu	(213) 741-1151 X5309	(310) 357-4021 (Personal)	Cristine Villorante
Cultural Affairs Department	Danielle Brazell	(213) 202-5522	(213) 294-8415	Janet Zelaya
Disability, Department on	Stephen D. Simon	(213) 202-2764	(213) 265-8175	Akia Lindo
Economic & Workforce Development Dept.	Jan C. Perry	(213) 744-9024	(213) 300-7952	Marta Anguiano
El Pueblo de Los Angeles Historical Monument	Chris Espinosa	(213) 485-6855	(626) 627-2710 (Personal)	VACANT
Emergency Management Department	Aram Sahakian	(213) 484-4821	(213) 216-6210	Cecilia Law
Employee Relations Board	Robert R. Bergeson	(213) 473-9700	(818) 426-9992 (Personal)	Guadalupe Rodarte
Ethics Commission, City	Heather Holt	(213) 978-1971	(213) 219-2623	Jessica Montanez
Finance, Office of	Claire Bartels	(213) 978-1774	(818) 281-6576 (Personal)	Candice Arnold
Fire Department, Los Angeles City	Ralph M. Terrazas	(213) 473-9989	(213) 216-7512	Dacia Gonzalez
Fire and Police Pensions, Dept. of	Ray Ciranna	(213) 279-3015	(213) 458-1453	Martha Martinez
General Services, Department of	Tony M. Royster	(213) 928-9555	(213) 216-9266	Tina Fermin
Harbor Department	Eugene Seroka	(310) 732-3456	(310) 561-6521	Eileen Tankersley
Housing Authority	Douglas Guthrie	(213) 252-1810	(213) 334-1882	Mariela Osorio
Housing + Community Investment Department, Los Angeles	Rushmore D. Cervantes	(213) 808-8808	(213) 304-0891	Lily Fuentes
Information Technology Agency	Ted Ross	(213) 978-3311	(213) 268-6649	Marina Sanchez
Library Department	John F. Szabo	(213) 228-7515	(213) 261-1773	Loretta Ortiz
LA City Employees' Retirement System (LACERS)	Thomas Moutes	(213) 473-7280	(213) 200-2752	Bella Cabulong
Office of Public Accountability	Frederick H. Pickel	(213) 978-0220	(818) 519-3456 (Personal)	Charmaine L. Gray
Neighborhood Empowerment, Dept. of	Grayce Liu	(213) 978-1551	(310) 498-8181	VACANT
Personnel Department	Wendy Macy	(213) 473-3470	(213) 626-9800	Verkin "Vicki" Keoseian
Planning Department, City	Vincent Bertoni	(213) 978-1271	(213) 626-9418	Carrie Firestone
Police Department, Los Angeles	Charlie Beck	(213) 486-0150		llene De La Rosa
Public Works, Board of	Kevin James	(213) 978-0251	(213) 703-3929	Cindie Bassett
PW/Contract Administration	John L. Reamer, Jr.	(213) 847-2688	(213) 798-5102	Beth Slick
PW/Engineering	Gary Lee Moore	(213) 485-4935	(213) 761-2942	Antoinette Barrios
PW/Sanitation	Enrique C. Zaldivar	(213) 485-2210	(213) 359-3052	Cynthia Perez
PW/Street Lighting	Ed Ebrahimian	(213) 847-2020	(213) 590-3555	Teresa Mendez
PW/Street Services	Nazario Sauceda	(213) 847-3333	(213) 216-3297	Bernice Williams
Recreation & Parks, Department of	Michael Shull	(213) 202-2633	(818) 524-9053	Monika Leisring
Transportation, Department of	Seleta Reynolds	(213) 972-8480	(213) 760-4064	Jasmin San Luis
Water and Power, Department of	David H. Wright	(213) 367-1320		Susie Rodriguez
Zoo, Los Angeles	John R. Lewis	(323) 644-4261	(323) 873-3827	Denise Tamura

<sup>\*</sup>Changes noted in bold.

CONFIDENTIAL 6/13/17



### Fwd: Re: Department Heads City Cell Phone Directory - June

Holly Wolcott <holly.wolcott@lacity.org> To: Grayce Liu <grayce.liu@lacity.org>

Fri, Jul 14, 2017 at 1:52 PM

Thanks.



### Fwd: Re: Department Heads City Cell Phone Directory - June

**Grayce Liu** <grayce.liu@lacity.org>
To: Holly Wolcott <holly.wolcott@lacity.org>

Fri, Jul 14, 2017 at 4:00 PM

No problemo!

Best,

Grayce Liu
General Manager
Department of Neighborhood Empowerment
[Quoted text hidden]



### Fwd: Lunch?

2 messages

Grayce Liu <grayce.liu@lacity.org>
To: Holly Wolcott <Holly.Wolcott@lacity.org>

Wed, Jul 26, 2017 at 5:50 PM

Howdy!

You wanna come?

Best.

Grayce Liu General Manager

### **Department of Neighborhood Empowerment**

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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------ Forwarded message --------From: **Grayce Liu** <grayce.liu@lacity.org>
Date: Wed, Jul 26, 2017 at 5:50 PM

Subject: Re: Lunch?

To: Midori Connolly <midori.connolly@everyonecounts.com>

Sounds good! See you then!

Best,

Grayce Liu General Manager

### **Department of Neighborhood Empowerment**

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On Wed, Jul 26, 2017 at 5:45 PM, Midori Connolly <midori.connolly@everyonecounts.com> wrote: Perfect, let's put Friday on the calendar. Looking forward to hearing your thoughts!

On Wed, Jul 26, 2017 at 5:18 PM Grayce Liu <grayce.liu@lacity.org> wrote: Hi, Midori,

Hope all is well. Thanks for the email. It's not looking good right now, but I have some ideas. I can do lunch on Thursday or Friday next week. Please let me know what works for you.

Best,

Grayce Liu General Manager

### **Department of Neighborhood Empowerment**

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On Mon, Jul 24, 2017 at 3:35 PM, Midori Connolly <midori.connolly@everyonecounts.com> wrote:

Hey Grayce!

How are you? I hope your summer is going well.

I heard from Chris that it doesn't look like we will be moving forward in 2018.

Any chance you're free for lunch next Thursday or Friday? Or perhaps the week of 8/7?

**Midori Connolly** 

Sr. Sales Director

**Everyone Counts, Inc.** 

High-Integrity, Secure Voting

m: 619.517.5916

midori.connolly@everyonecounts.com

www.everyonecounts.com
Twitter: @SecureVoting

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### **Midori Connolly**

Sr. Sales Director

### **Everyone Counts, Inc.**

High-Integrity, Secure Voting

m: 619.517.5916

midori.connolly@everyonecounts.com

www.everyonecounts.com
Twitter: @SecureVoting

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**Holly Wolcott** <a href="holly.wolcott@lacity.org">holly.wolcott@lacity.org</a>
To: Grayce Liu <a href="mailto:grayce.liu@lacity.org">grayce.liu@lacity.org</a>

Wed, Jul 26, 2017 at 6:00 PM

Sure.



### Invitation: Everyone Counts Lunch @ Fri Aug 4, 2017 12pm - 1pm (Holly Wolcott)

1 message

**Grayce Liu** <grayce.liu@lacity.org>
Reply-To: Grayce Liu <grayce.liu@lacity.org>
To: holly.wolcott@lacity.org

Wed, Jul 26, 2017 at 6:14 PM

### **Everyone Counts Lunch**

more details »

When

Fri Aug 4, 2017 12pm - 1pm Pacific Time

Where

TBD (map)

Calendar

Holly Wolcott

Who

- grayce.liu@lacity.org organizer
- Holly Wolcott

Going? Yes - Maybe - No more options »

Invitation from Google Calendar

You are receiving this email at the account holly.wolcott@lacity.org because you are subscribed for invitations on calendar Holly Wolcott.

To stop receiving these emails, please log in to https://www.google.com/calendar/ and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. Learn More.

invite.ics 2K



### Re: Congratulations and following up

Grayce Liu <grayce.liu@lacity.org>

Thu, Jul 27, 2017 at 5:08 PM

To: Nicole Bernson <nicole.bernson@lacity.org>

Cc: Alex Ponder <alexander.ponder@lacity.org>, Semee Park <Semee.Park@lacity.org>, Holly Wolcott <Holly.Wolcott@lacity.org>

Hi, Nicole,

Hope all is well. Thanks for the email. I'm looping in Holly since her team was handling this matter. I know that Sean returned the money, but that the matter was still going to be investigated.

Please let me know if you have any other questions. Have a good night!

Best.

Grayce Liu General Manager

### **Department of Neighborhood Empowerment**

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On Thu, Jul 27, 2017 at 3:53 PM, Nicole Bernson <nicole.bernson@lacity.org> wrote: Mitch was wondering what the status of this case is? We haven't heard anything.

Thanks,

Nicole Bernson Chief of Staff Office of Councilmember Mitchell Englander Council President Pro Tempore

City of Los Angeles 200 N. Spring Street, #405 Los Angeles, CA 90012 (213) 473-7012 www.cd12.org

----- Forwarded message -----From: <andrewkrowne@prnc.org> Date: Wed, Jul 26, 2017 at 5:16 PM Subject: Congratulations and following up

To: Councilmember Englander < Councilmember. Englander@lacity.org >

Cc: nicole.bernson@lacity.org

Good afternoon Mitch and Nicole.

I wanted to personally wish Nicole a "hearty" congratulations on her promotion to Chief of Staff!!!

It's been months since any news on the status of the embezzlement investigation has been shared. There haven't been any updates from D.O.N.E, the City Clerk, LAPD or in your weekly e-newsletter. We're coming up on a year and I wanted to update the community as where things stand. Has Mr. O'Rourke been formally charged (and if not, why) as you so passionately demanded (and the community supported 100%).

Hopefully we're close to being able to bring closure to this incident.

Thank you in advance for help.

Andrew Krowne

Treasurer

Porter Ranch Neighborhood Council

AndrewKrowne@prnc.org

For immediate assistance, please call the following numbers:

- Immediate life threatening police, fire or medical emergency: 9-1-1
- Parking enforcement (blocked driveway, parking violation, locate impounded vehicle): 213-485-4184
- Police non-emergency: 877-ASK-LAPD (877-275-5273)
- Sanitation (missed trash pick-up, broken container): 800-773-2489
- Traffic control (signal light out): 213-485-4184
- Dept. of Water & Power: 800-342-5397
- Other City issues: 3-1-1



## Updated Invitation: Everyone Counts Lunch @ Fri Aug 4, 2017 12pm - 1pm (Holly Wolcott)

1 message

Grayce Liu <grayce.liu@lacity.org>

Thu, Jul 27, 2017 at 5:34 PM

Reply-To: Grayce Liu <grayce.liu@lacity.org>

To: holly.wolcott@lacity.org

### This event has been changed.

### **Everyone Counts Lunch**

more details »

When

Fri Aug 4, 2017 12pm - 1pm Pacific Time

Where

Changed: Taix French Restaurant, 1911 Sunset Blvd, Los Angeles, CA 90026, USA (map)

Calendar Holly Wolcott

Who

grayce.liu@lacity.org - organizer

· Holly Wolcott

Going? Yes - Maybe - No more options »

Invitation from Google Calendar

You are receiving this email at the account holly.wolcott@lacity.org because you are subscribed for updated invitations on calendar Holly Wolcott.

To stop receiving these emails, please log in to https://www.google.com/calendar/ and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. Learn More.

invite.ics



### **NC Council Elections**

Holly Wolcott <holly.wolcott@lacity.org>

Mon, Jul 31, 2017 at 2:13 PM

To: Grayce Liu <grayce.liu@lacity.org>, Darren Martinez <Darren.Martinez@lacity.org>

Cc: Shannon Hoppes <shannon.hoppes@lacity.org>

Bcc: Christopher Garcia <christopher.garcia@lacity.org>, Mayra Puchalski <mayra.puchalski@lacity.org>, Jinny Pak <jinny.pak@lacity.org>

Hi Grayce and Darren,

We need to visit NC Board terms again as we move into the NC elections in 2018 since the next ones won't likely be until 2021. We should address going into this year's elections asap. Do you have time soon to chat?

Thanks,

Holly



### Holly L. Wolcott

Email: holly.wolcott@lacity.org Phone: 213-978-1020





### City Clerk

City of Los Angeles 200 North Spring Street, Rm. 360 Los Angeles, CA 90012



### **NC Council Elections**

Grayce Liu <grayce.liu@lacity.org>

Mon, Jul 31, 2017 at 4:27 PM

To: Holly Wolcott <holly.wolcott@lacity.org>

Cc: Darren Martinez < Darren, Martinez@lacity.org >, Shannon Hoppes < shannon.hoppes@lacity.org >

Hi, Holly,

Hope all is well. I'll chat with you at 5:30 about this, too. Talk to you soon!

Best,

Grayce Liu General Manager

### **Department of Neighborhood Empowerment**

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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### **Election Report Numbers**

Grayce Liu <grayce.liu@lacity.org>

Thu, Aug 3, 2017 at 8:30 AM

To: Christopher Garcia < Christopher. Garcia@lacity.org>

Cc: Holly Wolcott < Holly. Wolcott@lacity.org>, Jinny Pak < jinny.pak@lacity.org>

Hi, Chris,

Hope all is well. I just got off the phone with Holly, and she would like you to put in a total of \$200k for City Clerk's side. I can drop that number in, but I need the split between as needed staff and hardware. If you can get that breakdown in this morning, that would be great. Thanks!

Please let me know if you have any questions.

Best, Grayce

Best.

Grayce Liu General Manager

**Department of Neighborhood Empowerment** 

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EMPOWERLA LEADERSHIP ACADEMY



### **Election Report Numbers**

Holly Wolcott <holly.wolcott@lacity.org>

Thu, Aug 3, 2017 at 8:48 AM

To: Grayce Liu <grayce.liu@lacity.org>

Cc: Jinny Pak <jinny.pak@lacity.org>, Christopher Garcia <christopher.garcia@lacity.org>

Yes we need to make it work for \$200k. [Quoted text hidden]



## **Election Report Numbers**

Holly Wolcott <holly.wolcott@lacity.org>

Thu, Aug 3, 2017 at 9:24 AM

To: Grayce Liu <grayce.liu@lacity.org>

Cc: Jinny Pak <jinny.pak@lacity.org>, Christopher Garcia <christopher.garcia@lacity.org>

If there are issues that we have, i.e. voter turnout, please make a note of it for Grayce. We need to make it clear that its either 2018 or 2019 but not both.

On Aug 3, 2017 8:30 AM, "Grayce Liu" <grayce.liu@lacity.org> wrote: [Quoted text hidden]



## Table at the Neighborhood Councils Congress of Neighborhoods on Saturday, Sept. 9th

Grayce Liu < grayce.liu@lacity.org>

Tue, Aug 8, 2017 at 11:52 AM

To: Laura Trejo <a href="mailto:laura.trejo@lacity.org">laura.trejo@lacity.org</a>, Brenda Barnette <a href="mailto:brenda.barnette@lacity.org">brenda.barnette@lacity.org</a>, Frank Bush <frank.bush@lacity.org>, Holly Wolcott <Holly.Wolcott@lacity.org>, Doane Liu <doane.liu@lacity.org>, Danielle Brazell <danielle.brazell@lacity.org>, "Stephen D. Simon" <Stephen.simon@lacity.org>, Jan Perry <jan.perry@lacity.org>, Chris Espinosa <chris.espinosa@lacity.org>, Aram Sahakian <aram.sahakian@lacity.org>, Heather Holt <heather.holt@lacity.org>, Claire Bartels <claire.bartels@lacity.org>, Ralph Terrazas <ralph.terrazas@lacity.org>, Tony Royster <tony.royster@lacity.org>, Eugene Seroka <gene seroka@portla.org>, Rushmore Cervantes <rushmore.cervantes@lacity.org>, Douglas Guthrie <douglas.guthrie@hacla.org>, Ted Ross <ted.ross@lacity.org>, "Szabo, John" <jszabo@lapl.org>, Wendy Grace Macy <wendy.macy@lacity.org>, Vince Bertoni <vince.bertoni@lacity.org>, Charlie Beck <charlie.beck@lapd.lacity.org>, Gary Lee Moore <gary.lee.moore@lacity.org>, Enrique Zaldivar <Enrique.Zaldivar@lacity.org>, Nazario Sauceda <nazario.sauceda@lacity.org>, Ed Ebrahimian <Ed.Ebrahimian@lacity.org>, Michael Shull <michael.a.shull@lacity.org>, Seleta Reynolds <seleta.reynolds@lacity.org>, David Wright <david.wright@lacity.org>

Hi, folks,

Hope all is well. Please forward this request to your appropriate staffers to ensure that you have a table at City Hall during the Congress of Neighborhoods for your department. I want to make sure your department gets a table if you want to be there, and the Congress of Neighborhoods Planning Committee needs to know by August 25, 2017. Thanks!

The Department of Neighborhood Empowerment would like to invite you to the 2017 Congress of Neighborhoods on Saturday, September 9, 2017. The Congress brings together leaders from the City's 97 Neighborhood Councils for a day of networking and educational workshops. The event is held annually at LA City Hall and helps to assist Neighborhood Council leaders with the tools to establish lasting relationships they need to build a successful future for their communities. There are typically between 700-800 Neighborhood Council board members and stakeholders from across the City who attend.

The 2017 Congress of Neighborhoods is a great opportunity for Departments and Organizations to partner with Neighborhood Councils and inform them of programs and resources available. If your Department would like to reserve a table, please contact Marlene Savage via email at marlene.savage@ca.rr.com from the Congress of Neighborhoods Planning Committee.

If you have any questions or concerns, please feel free to contact either Mary Kim, mary.kim@lacity.org, or, Jasmine Duckworth jasmine.duckworth@lacity.org.

Best.

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

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EMPOWERLA LEADERSHIP ACADEMY



## Fwd: Re: HENC Recommendations from yesterday (word doc)

Grayce Liu <grayce.liu@lacity.org>

Thu, Aug 17, 2017 at 4:38 PM

To: Brian Randol <bri>Strian.randol@lacity.org>

Cc: Nicholas Greif <nicholas.greif@lacity.org>, Terry Sauer <terry.sauer@lacity.org>, "Eric (Roderico) Villanueva" <eric.villanueva@lacity.org>, Holly Wolcott <Holly.Wolcott@lacity.org>

Hi, Brian,

Here is a copy of the completed report. I'm uploading now.

Please let me know if you have any questions. Have a great evening!

Best,

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

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[Quoted text hidden]

DONE Election Outreach Report CF 15-1022-S2 081717.pdf 378K

## CITY OF LOS ANGELES CALIFORNIA

BOARD OF NEIGHBORHOOD COMMISSIONERS

JOY ATKINSON

ELI LIPMEN

MAGGIE DARETT-QUIROZ LEONARD SHAFFER DEBBIE WEHBE

TELEPHONE: (213) 978-155!



ERIC GARCETTI MAYOR NEIGHBORHOOD COUNCILS
EMPOWER LA
DEPITCHENT OF
DEPITCHENT

20<sup>™</sup> FLOOR, CITY HALL 200 NORTH SPRING STREET LOS ANGELES, CA 90012

TELEPHONE: (213) 978-1551
TOLL-FREE: 3-1-1
FAX: (213) 978-1751
E-MAIL: EmpowerLA@lacity.org

GRAYCE LIU GENERAL MANAGER

www.EmpowerLA.org

August 17, 2017

Honorable Members of the Los Angeles City Council c/o Office of the City Clerk Room 395, City Hall Los Angeles, CA 90012

SUBJECT: REPORT BACK ON COUNCIL FILE 15-1022-S2 REGARDING ELECTION OUTREACH FUNDING

Honorable Members:

#### SUMMARY

The Department of Neighborhood Empowerment (EmpowerLA) was funded \$106,200 in the current fiscal year to conduct outreach for the 2018 Neighborhood Council elections. If the Neighborhood Council elections were delayed to 2019, EmpowerLA proposes to use these funds beginning in March 2018 to prepare for the 2019 elections by creating a simple outreach plan that would focus on Neighborhood Council system messaging. This messaging would rely heavily on existing EmpowerLA staff and Neighborhood Councils' participation in using prepared templates for local outreach.

Any additional funding this fiscal year would allow EmpowerLA to start creating the election outreach plan for 2019 starting in September 2017 in collaboration with the Neighborhood Councils, which would be launched by EmpowerLA citywide mid-2018. This more robust outreach would rely less on Neighborhood Councils' participation, but ideally, all Neighborhood Councils would participate in their local community election outreach as well.

While EmpowerLA has provided different election outreach plans for the various funding amounts requested if Neighborhood Council elections were held in 2018, the outreach would likely not benefit the Valley Neighborhood Councils as their elections start in December 2017

Honorable Members of the Los Angeles City Council August 17, 2017 Page 2 of 7

with candidate filing for Region 1. Therefore, EmpowerLA again recommends that the 2018 Neighborhood Council elections be pushed to 2019.

#### RECOMMENDATIONS

EmpowerLA recommends that the City Council adopt the following recommendations:

- Instruct the Office of the City Attorney to make the necessary amendments to Los Angeles Administrative Code Section 20.36 to change the administration of Neighborhood Council elections to odd numbered years beginning in 2019 and to authorize any affected Neighborhood Council board member terms to be extended to match the new election cycle (from 2018-2019 and from 2020 to 2021).
- 2. Authorize the Department of Neighborhood Empowerment to use funds appropriated for Fiscal Year 2017-18 Neighborhood Council election funds for election outreach this fiscal year in preparation for Neighborhood Council elections in Fiscal Year 2018-2019.
- Instruct the Department of Neighborhood Empowerment to work with Neighborhood
  Councils to amend their bylaws as necessary to effectuate the change of Neighborhood
  Council elections from even numbered years to odd number years.
- 4. Instruct the City Administrative Officer to report on the feasibility of the additional funding and the position authorities requested by the Department of Neighborhood Empowerment for Fiscal Year 2017-18 to begin the Neighborhood Council election outreach process in September 2017.

#### **NEIGHBORHOOD COUNCIL ELECTION OUTREACH PLANS**

Regardless of budget, EmpowerLA's commitment is to tell the Neighborhood Council story citywide and to create a framework of outreach so that individual Neighborhood Councils can capitalize on citywide outreach momentum to drive their own unique and local story. It is also important to note that Neighborhood Councils should be part of the discussion and planning of a citywide outreach campaign with EmpowerLA. If elections are pushed from 2018 to 2019, EmpowerLA would have the time to convene a working group of interested Neighborhood Council members to create a citywide campaign.

The most significant opportunity to engage voters is to raise up a strong pool of qualified candidates, who will address the issues of the community and give hope to voters who want to improve the quality of life in their communities. The previous Neighborhood Councils election data demonstrate an increase in the number of qualified candidates is related to an increase in voter turnout.

Honorable Members of the Los Angeles City Council August 17, 2017 Page 3 of 7

Election Year	Open Seats	Candidates	Voters	Candidates per seat	Voters per seat
2010	1609*	1670	21776	1.0	13.5
2012	1356	1752	19805	1.3	14.6
2014	1335	2295	26045	1.7	19.5
2016	1309	1839	25571	1.4	19.2

\*2010 had the most open seats because the Office of the City Clerk held elections for all of the Neighborhood Councils. Since that year, because of different board terms and staggering, there have been fewer open seats, but more candidates and subsequently more voters in relationship to open seats.

In addition to any citywide election outreach campaign, EmpowerLA will also support the Neighborhood Councils with trainings, templates and tools, and coordination so that Neighborhood Councils do not have to reinvent the wheel in order to promote themselves and engage their communities. EmpowerLA would prepare outreach kits - "Outreach-in-a-Box" - for Neighborhood Councils. These would be customizable outreach campaigns complete with templates for social media, digital media, print, broadcast, and video collateral. The Outreach-in-a-Box kits allow Neighborhood Councils to hit the ground running, giving them opportunities to quickly choose their strategies, customize them, and implement them. Some Neighborhood Councils are ready to handle their own implementation while others would require the support of Outreach Managers, which would be hired by either EmpowerLA or by the Neighborhood Councils depending on the level of funding allocated.

The depth and success of the EmpowerLA election outreach campaign is dependent upon the amount of staffing, resources and time available to launch the campaign. The measurable outcomes for EmpowerLA's election outreach efforts would consist of:

- 1. Increasing the number of candidates for each Neighborhood Council
- 2. Increasing the number of voters registered for each Neighborhood Council
- 3. Increasing the number of people voting for each Neighborhood Council

Please note that the second outcome of increasing the number of voters registered for each Neighborhood Council is assuming that a working voter database has been launched by the Office of the City Clerk for the Neighborhood Councils. EmpowerLA would work with the Office of the City Clerk to clarify which Neighborhood Councils, if any, could have this metric be applied to their election outreach outcome.

Honorable Members of the Los Angeles City Council August 17, 2017 Page 4 of 7

Outreach Plan for Existing Funds to Prepare for 2019 Neighborhood Council Elections
EmpowerLA's current budget for election outreach and voter registration in fiscal 2018 is
\$106,200 broken down as follows:

- \$30,000 Salaries As Needed
- \$10,000 Printing & Binding
- \$12,000 Contractual Services
- \$4,200 Transportation
- \$50,000 Office and Administration

If elections were pushed to 2019, EmpowerLA would begin work on an election outreach strategy in March 2018 for the 2019 elections. The budget would provide funds for a basic outreach plan that would focus on messaging three different audiences:

- 1. Citywide messaging would focus on the larger Neighborhood Council story
- 2. Regional messaging would be more specific to the impact of councils in the community
- 3. Neighborhood Council messaging would focus on motivating candidates, engaging volunteers, and registering voters

The strategies for communicating would focus on free and inexpensive opportunities conducted by existing EmpowerLA staff, including:

- 1. Social media and digital communications
- 2. Public events and tabling opportunities
- 3. Neighborhood Council 101 presentations
- 4. Community organization partnerships

Support for Neighborhood Councils would also focus on free and inexpensive strategies:

- 1. Communication & outreach workshops
- 2. Templates for print collateral and digital communication
- 3. Guidance in advertising strategies

Again, this support would fall mainly on existing EmpowerLA staff and would compromise their current work in supporting the operations of Neighborhood Councils. Neighborhood Councils would also be expected to participate significantly in the execution of the outreach plan because of the lack of staff and resources to launch a citywide campaign. As noted in the 2016 post election townhalls, Neighborhood Councils felt strongly that EmpowerLA should have the main responsibility of conducting citywide outreach and recruiting Neighborhood Council candidates.

To have a greater impact on the 2019 election outreach, EmpowerLA requires additional staffing and resources to administer the outreach plan starting in September 2017. This plan would include creating a Neighborhood Council election outreach work group to finalize a citywide election outreach campaign while the outreach staffers also conducted the election work noted above so existing staff's work would be affected less by the additional workload. When reviewing staffing needs if election outreach preparation began in September 2017, EmpowerLA concluded that resolution authorities for staff positions were necessary because as-needed

Honorable Members of the Los Angeles City Council August 17, 2017 Page 5 of 7

election workers are limited to 1039 hours for 12 months. This is equal to full time for 6 months or part time for 12 months, which would not be sufficient for this project. As such, EmpowerLA requests \$400,000 additional funding this fiscal year for the following:

- 1. Staffing \$350,000 and the resolution authorities to hire:
  - a. 1 Senior Project Coordinator
  - b. 2 Project Coordinators
  - c. 2 Project Assistants
- 2. Printing and Binding \$50,000

Possible funding sources for these additional funds could be the unused Neighborhood Council funding from last fiscal year and any unused amounts from the Office of the City Clerk's Neighborhood Council Election funds this fiscal year after any costs for electronic online voter registration and voting build outs are considered. EmpowerLA has presented the differences in outcome and performance metrics based on various funding amounts below in a grid.

#### Outreach Plan Proposals for 2018 Elections

EmpowerLA was instructed by City Council to provide additional election outreach proposals if Neighborhood Council elections were held in 2018 for the amounts of \$288,000, \$500,000 and \$1,000,000. EmpowerLA proposes the following funding allocations:

Funding Allocations	Current 2018 Budget \$106,200 for 2019 Elections	Requested 2018 Budget \$400,000 for 2019 Elections	Proposed 2018 Budget \$288,000 for 2018 Elections	Proposed 2018 Budget \$500,000 for 2018 Elections	Proposed 2018 Budget \$1,000,000 for 2018 Elections
Salaries	\$30,000	\$342,000	\$183,500	\$372,000	\$500,000
Printing & Binding	\$10,000	\$50,000	\$40,000	\$54,000	\$280,000
Contractual Services	\$12,000	N/A	\$9,500	\$12,000	\$100,000
Transportation	\$4,200	\$8,000	\$5,000	\$12,000	\$20,000
Office and Administration	\$50,000	N/A	\$50,000	\$50,000	\$100,000
Total	\$106,200	\$400,000	\$288,000	\$500,000	\$1,000,000

Please note though that because it is already nearly September, it would take EmpowerLA several months to hire and develop an outreach plan. If elections are held in 2018, the Valley Neighborhood Council elections would likely not receive the benefit of the plan

Honorable Members of the Los Angeles City Council August 17, 2017 Page 6 of 7

Because the foundation of the election outreach components would not change, we would only be adding more staff, e.g. Outreach Managers, to generate greater performance and outcome metrics listed below in the grids.

			,		
Performance Metrics	Current 2018 Budget \$106,200 for 2019 Elections	Requested 2018 Budget \$400,000 for 2019 Elections	Proposed 2018 Budget \$288,000 for 2018 Elections	Proposed 2018 Budget \$500,000 for 2018 Elections	Proposed 2018 Budget \$1,000,000 for 2018 Elections
NC 101	97	194	97	194	388
NC Outreach Workshops (NCs)	12	36	24	36	72
NC Social Media Workshops (NCs)	12	36	24	36	72
Tabling Opportunities	12	36	24	36	72
Community Org Partnerships	5	20	10	20	40
General Info Template (NCs)	97	97	97	97	100
Outreach in a Box Templates (NCs)	80	97	97	97	100
Outreach Managers	0	0	0	0	5
Street Banners	0	144	72	144	288
Bus Shelters	0	48	24	48	96
Bus Benches	0	48	24	48	96
Podcasts	12	97	97	97	194
TV/Radio	0	Produce 1 PSA and Free time	0	Produce 1 PSA and Free time	Produce 1 PSA and Buy time
Print	0	Local ads x 2	Press Releases	Local ads x 2	Local ads x 3

The performance numbers and tools used may change during election outreach meetings with Neighborhood Councils. Various Neighborhood Councils have used difference outreach techniques in their communities successfully, which can be used citywide.

Outcome Metrics	Current 2018 Budget \$106,200 for 2019 Elections	Requested 2018 Budget \$400,000 for 2019 Elections	Proposed 2018 Budget \$288,000 for 2018 Elections	Proposed 2018 Budget \$500,000 for 2018 Elections	Proposed 2018 Budget \$1,000,000 for 2018 Elections
Candidates	1 per open seat	2 per open seat	1.75 per open seat	2 per open seat	2.5 per open seat
Voter Registrations*	100 per NC	300 per NC	200 per NC	300 per NC	500 per NC
Voters	13 per seat	22 per seat	20 per seat	22 per seat	25 per seat

<sup>\*</sup>If voter registration databases are completed and activated for the Neighborhood Council.

#### FISCAL IMPACT STATEMENT

Additional funding could be required this fiscal year for the above-mentioned recommendations if more funding is allocated to the Department of Neighborhood Empowerment for Neighborhood Council election outreach. Neighborhood Council election outreach would also need to be budgeted in Fiscal Year 2018-19 at a level determined during annual budget negotiations.

#### CONCLUSION

To be effective, election outreach should be ongoing even in years where there is not a Neighborhood Council election. Regardless of strategy and budget, the metrics guiding EmpowerLA will be the recruitment of strong qualified candidates, the registration of voters, and the voter turnout of Neighborhood Councils in their communities.

Please feel free to contact me directly if you have any questions relative to this report.

Sincerely,

General Manager

Department of Neighborhood Empowerment



## City of LA Online Voting

Grayce Liu <grayce.liu@lacity.org> To: Bill Kuncz <bill.kuncz@everyonecounts.com> Tue, Mar 14, 2017 at 5:34 PM

Bcc: Holly.Wolcott@lacity.org

Hi, Bill,

Hope all is well. I sent Shelley the good news email below that we would be able to move forward with using the online voting and voter registration platform for our subdivision election in a few weeks. I was shocked to find out, however, that she is no longer with the company when I received this email bounce back and called her.

It was very disappointing to hear that Shelley has been let go especially because she is the major reason Everyone Counts has this account with the City of LA. She was instrumental in the 2016 successes for online voting and was a key partner in helping us get online voting in 2018 for Neighborhood Councils. For Shelley to be laid off without any notification or explanation to me or our City Clerk is simply not good business, particularly when we are finally poised to get City Council to act again on approving online voting.

What is the status of Everyone Counts now to perform the terms of our contract? I'd appreciate an update by tomorrow since I am to prepare a report for City Council next week to provide them the plan for online voting for an election we are conducting on April 6th.

Thank you.

Best,

Grayce Liu General Manager

#### Department of Neighborhood Empowerment

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---- Forwarded message -----

From: Mail Delivery Subsystem <mailer-daemon@googlemail.com>

Date: Tue, Mar 14, 2017 at 4:01 PM

Subject: Delivery Status Notification (Failure)

To: grayce.liu@lacity.org



#### Address not found

Your message wasn't delivered to shelley.furse@everyonecounts.com because the address couldn't be found. Check for typos or unnecessary spaces and try again.

#### **LEARN MORE**

The response from the remote server was:

550 5.2.1 The email account that you tried to reach is disabled. Learn more at https://support.google.com/mail/?p=DisabledUser l31si21718ybe.231 - gsmtp

Final-Recipient: rfc822; shelley.furse@everyonecounts.com

Action: failed Status: 5.2.1

Remote-MTA: dns; aspmx.l.google.com. (2607:f8b0:4002:c0c::1b, the server for

the domain everyonecounts.com.)

Diagnostic-Code: smtp; 550-5.2.1 The email account that you tried to reach is disabled. Learn more at

550 5.2.1 https://support.google.com/mail/?p=DisabledUser I31si21718ybe.231 - gsmtp

Last-Attempt-Date: Tue, 14 Mar 2017 16:01:41 -0700 (PDT)

----- Forwarded message -----From: Grayce Liu <grayce.liu@lacity.org>

To: Shelley Furse <shelley.furse@everyonecounts.com>

Cc: Bcc:

Date: Tue, 14 Mar 2017 16:01:10 -0700

Subject: Moving Forward for Online Voting for Subdivision

Hi, Shellev.

Hope all is well. It looks like we can move forward with online voting and voter registration for Downtown Los Angeles and Historic Cultural Neighborhood Councils to vote for the subdivision of Skid Row.

What would the cost be to activate for these 2 NCs for March 22nd with voting up to April 6th, including at the poll online voting?

City Council will be voting on this next week.

Please let me know. Thanks!

Best,

Gravce Liu General Manager

#### Department of Neighborhood Empowerment

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<a href="http://empowerla.org/lets-get-social/" style="color:rgb(17,85,204)" target="\_blan ----- Message truncated -----



### Issue with the Ries recommendation relative to Skid Row Election

3 messages

Holly Wolcott <holly.wolcott@lacity.org>

To: Andrew Westall <andrew.westall@lacity.org>, Grayce Liu <grayce.liu@lacity.org>

Thu, Mar 23, 2017 at 11:06 AM

#### Good Morning,

The City Clerk cannot be involved in this NC Election at all. The City Clerk "enable..." language that was approved last night by Committee is a problem. We have the May Municipal Election. We said from the get go we can't be involved in this so I don't know what Huizar's staff was thinking. We will assume the language means delegate our authority to DONE.



## Holly L. Wolcott

Email: <a href="mailto:holly.wolcott@lacity.org">holly.wolcott@lacity.org</a>
Phone: 213-978-1020





## City Clerk

City of Los Angeles 200 North Spring Street, Rm. 360 Los Angeles, CA 90012

Holly Wolcott <holly.wolcott@lacity.org>

To: Christopher Concepcion <christopher.concepcion@lacity.org>

Thu, Mar 23, 2017 at 11:16 AM

Thu, Mar 23, 2017 at 11:30 AM

[Quoted text hidden]

Grayce Liu <grayce.liu@lacity.org>

To: Holly Wolcott <a href="mailto:holly.wolcott@lacity.org">holly.wolcott@lacity.org</a> Co: Andrew Westall <a href="mailto:andrew.westall@lacity.org">andrew.westall@lacity.org</a>

Hi, Holly,

Hope all is well. Thanks for the clarification. We are good to go on our side without City Clerk assistance to complete the subdivision elections.

Please let me know if you have any questions.

Best,

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

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## **DLANC Violations in Skid Row Neighborhood Council-Formation committee** Subdivision Election

Grayce Liu <grayce.liu@lacity.org>

Mon, Apr 3, 2017 at 11:55 AM

To: General Jeff <issuesandsolutions@yahoo.com>

Cc: Mike Fong <mike.fong@lacity.org>, Stephen Box <stephen.box@lacity.org>, Mario Hernandez <mario.hernandez@lacity.org>, Darren Martinez <darren.martinez@lacity.org>, Carmen Hawkins

<carmen.hawkins@lacitv.org>, Maddox Capri <capri.maddox@lacitv.org>, "mike.feuer@lacitv.org" <mike.feuer@lacitv.org>.

"holly.wolcott@lacity.org" <holly.wolcott@lacity.org>, Herb Wesson <herb.wesson@lacity.org>, Mayor Garcetti

<mayor.garcetti@lacity.org>

#### Hi, General Jeff.

Hope all is well. Thanks for the email and stopping by our office today. As I mentioned in our meeting just now, I will need the original digital emails of the hard copies you provided to us, which is attached for your reference. Once we receive the original emails of the documents, we will work with the City Attorney's Office to review. Given the election is this week, however, I did advise you to focus on outreach for the election at this point as you will have 5 days after the election to file an election challenge on this matter. You can file the election challenge before the election, but you will need to have all of the evidence submitted at the time of the filing as we do not accept additional evidence afterwards. There is an FAQ on the the election challenge page that will address your questions.

If you have any other questions, please contact Mike Fong at Mike.Fong@lacity.org or by calling (213) 978-1551.

Best.

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

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[Quoted text hidden]

SRNC - DLANC Mailer issue.pdf 227K



## **DLANC Violations in Skid Row Neighborhood Council-Formation committee** Subdivision Election

General Jeff <issuesandsolutions@yahoo.com>

Mon, Apr 3, 2017 at 2:15 PM

Reply-To: General Jeff <issuesandsolutions@yahoo.com>

To: Gravce Liu <gravce.liu@lacitv.org>

Cc: Mike Fong <mike.fong@lacity.org>, Stephen Box <stephen.box@lacity.org>, Mario Hernandez <mario.hernandez@lacity.org>, Darren Martinez <darren.martinez@lacity.org>, Carmen Hawkins <carmen.hawkins@lacity.org>, Maddox Capri <capri.maddox@lacity.org>, "mike.feuer@lacity.org" <mike.feuer@lacity.org>, "holly,wolcott@lacity.org" <holly,wolcott@lacity.org>, Herb Wesson <herb.wesson@lacity.org>, Mayor Garcetti <mayor.garcetti@lacity.org>

Apri 3, 2017

Ms. Liu.

Thank you and DONE staff for taking the time to meet with me on such short notice.

This is a sudden and unfortunate development which is extremely disappointing and deeply frustrating as our Skid Row community was, until now, focused on our historic vote.

Now, especially, if we are defeated, there will forever be a cloud of uncertainty permanently attached to this election.

This is not what we wanted and I am sad to have to share this with my fellow community members who have worked extremely hard to activate our community and volunteer supporters.

Either way, after the election, I request an official "Letter from DONE GM" commending Skid Row on our efforts as we are the first-ever in the City of Los Angeles to partake in the subdivision elections.

Thank you,

[Quoted text hidden]



### Re: Meeting for 4/10

9 messages

Grayce Liu <grayce.liu@lacity.org>

Thu, Mar 30, 2017 at 2:40 PM

To: Midori Connolly <midori.connolly@everyonecounts.com>

Cc: Stephen Box <Stephen.Box@lacity.org>, Cheryl Clarke <cheryl.clarke@everyonecounts.com>, Holly Wolcott <Holly.Wolcott@lacity.org>

Hi, Midori,

Thanks for the information. I'm looping City Clerk Holly Wolcott in as well because I think it's important she's at the meeting since her team would be managing online voting if it continues in LA in the future. Hopefully, Tuesday, the 11th works for her. I'm open the entire day.

Thanks!

Best,

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org





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On Thu, Mar 30, 2017 at 2:20 PM, Midori Connolly <midori.connolly@everyonecounts.com> wrote: I definitely think it should be both you and Grayce.

The 11th is perfectly fine. There is a chance it will just be myself, but I promise it won't be half as good;)

#### **Midori Connolly**

Sales Director

#### **Everyone Counts, Inc.**

High-Integrity, Secure Online & Electronic Voting Leading Election Modernization

Mobile: 619.517.5916

Email: midori.connolly@everyonecounts.com

Website: www.everyonecounts.com

Private Elections: www.private-elections.evervonecounts.com

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On Thu, Mar 30, 2017 at 2:09 PM, Stephen Box <Stephen.Box@lacity.org> wrote: Midori.

If you just meet with Gravce, it's her schedule,

If you'd like me also, I'd rather push to Tuesday the 11th.

Stephen

Stephen Box Director of Outreach and Communication Senior Project Coordinator

**Department of Neighborhood Empowerment** 

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EMPOWEREA LEADERSHIP ACADEMY

On Thu, Mar 30, 2017 at 2:04 PM, Midori Connolly <midori.connolly@everyonecounts.com> wrote: Good day Stephen and Grayce.

Per our last conversation with Stephen, Cheryl and I felt that an in-person visit to your office would be the most effective way to assist with developing a strategy for your upcoming presentations to the Neighborhood Councils.

We had tentatively set a date of Monday, 4/10 for the meeting. We are still both available and excited to meet you. Please confirm the time and location and we will generate a meeting invitation and initial agenda.

Thank you so much and look forward to hearing back soon!

#### Midori Connolly

Sales Director

#### **Everyone Counts, Inc.**

High-Integrity, Secure Online & Electronic Voting

Leading Election Modernization

Mobile: 619.517.5916

Email: midori.connolly@everyonecounts.com

Website: www.everyonecounts.com

Private Elections: www.private-elections.everyonecounts.com

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#### Midori Connolly <midori.connolly@everyonecounts.com>

Thu, Mar 30, 2017 at 2:53 PM

To: Grayce Liu <grayce.liu@lacity.org>

Cc: Cheryl Clarke <cheryl.clarke@everyonecounts.com>, Holly Wolcott <Holly.Wolcott@lacity.org>, Stephen Box <Stephen.Box@lacity.org>

Ok excellent. Holly, I look forward to meeting you and hope we can make this date work!

[Quoted text hidden]

[Quoted text hidden]

Holly Wolcott <holly.wolcott@lacity.org>

Thu, Mar 30, 2017 at 3:10 PM

To: Midori Connolly <midori.connolly@everyonecounts.com>, Richard Truong <richard.truong@lacity.org>, Christopher Garcia <christopher.garcia@lacity.org>

Cc: Grayce Liu <grayce.liu@lacity.org>, Cheryl Clarke <cheryl.clarke@everyonecounts.com>, Stephen Box <Stephen.Box@lacity.org>

We will make it work.

[Quoted text hidden]



## Holly L. Wolcott

Email: holly.wolcott@lacity.org

Phone: 213-978-1020

## City Clerk

City of Los Angeles 200 North Spring Street, Rm. 360

Los Angeles, CA 90012





## Christopher Garcia <christopher.garcia@lacity.org>

Thu, Mar 30, 2017 at 3:12 PM

To: Holly Wolcott <holly.wolcott@lacity.org>

I'm good with either date.

[Quoted text hidden]

Christopher Garcia Office of the City Clerk **Election Division** (213) 978-0444

Fax: (213) 978-0376

Midori Connolly <midori.connolly@everyonecounts.com>

To: Holly Wolcott <holly.wolcott@lacity.org>

Mon, Apr 3, 2017 at 2:42 PM

Cc: Richard Truong <a href="mailto:richard.truong@lacity.org">richard.truong@lacity.org</a>, Christopher Garcia <a href="mailto:christopher.garcia@lacity.org">christopher.garcia@lacity.org</a>, Grayce Liu <a href="mailto:qrayce.liu@lacity.org">qrayce.liu@lacity.org</a>, Cheryl Clarke <a href="mailto:christopher.garcia@lacity.org">christopher.garcia@lacity.org</a>, Grayce Liu <a href="mailto:qrayce.liu@lacity.org">qrayce.liu@lacity.org</a>, Cheryl Clarke <a href="mailto:christopher.garcia@lacity.org">christopher.garcia@lacity.org</a>, Grayce Liu <a href="mailto:qrayce.liu@lacity.org">qrayce.liu@lacity.org</a>, Cheryl Clarke <a href="mailto:christopher.garcia@lacity.org">christopher.garcia@lacity.org</a>, Christopher.garcia@lacity.org</a>

Ok, I will send out an invitation. Will the meeting be located at 200 North Spring Street, Rm. 360
Los Angeles, CA 90012
Please let me know if this is best!

Thank you all and look forward to meeting you soon!

#### **Midori Connolly**

Sales Director

#### **Everyone Counts, Inc.**

High-Integrity, Secure Online & Electronic Voting

Leading Election Modernization

Mobile: 619.517.5916

Email: midori.connolly@everyonecounts.com

Website: www.everyonecounts.com

Private Elections: www.private-elections.everyonecounts.com

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On Thu, Mar 30, 2017 at 3:10 PM, Holly Wolcott <a href="mailto:holly.wolcott@lacity.org">holly.wolcott@lacity.org</a> wrote: [Quoted text hidden]

#### Grayce Liu <grayce.liu@lacity.org>

Mon, Apr 3, 2017 at 3:25 PM

To: Midori Connolly <midori.connolly@everyonecounts.com>

Cc: Holly Wolcott <a href="https://www.cott@lacity.org">https://www.cott@lacity.org</a>, Richard Truong <a href="https://www.cot.en/">richard.truong@lacity.org</a>, Christopher Garcia <a href="https://www.cot.en/">christopher.garcia@lacity.org</a>, Cheryl Clarke <a href="https://www.cot.en/">cheryl Clarke <a href="https://www.co

Hi, Midori,

Hope all is well. That's Holly's office so if she is fine with it, we're good, too.

Thanks!

Best,

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

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[Quoted text hidden]

#### Holly Wolcott <holly.wolcott@lacity.org>

Mon, Apr 3, 2017 at 3:50 PM

To: Grayce Liu <grayce.liu@lacity.org>

Cc: Stephen Box <stephen.box@lacity.org>, Cheryl Clarke <cheryl.clarke@everyonecounts.com>, Richard Truong <richard.truong@lacity.org>, Christopher Garcia <christopher.garcia@lacity.org>, Midori Connolly <midori.connolly@everyonecounts.com>

That is fine. Easy for me.

[Quoted text hidden]

#### Holly Wolcott <holly.wolcott@lacity.org>

Mon, Apr 3, 2017 at 3:51 PM

To: Grayce Liu <grayce.liu@lacity.org>

Cc: Stephen Box <stephen.box@lacity.org>, Cheryl Clarke <cheryl.clarke@everyonecounts.com>, Richard Truong <richard.truong@lacity.org>, Christopher Garcia <christopher.garcia@lacity.org>, Midori Connolly <midori.connolly@everyonecounts.com>, Anna Martinez <anna.martinez@lacity.org>

If anyone needs parking, contact Anna Martinez at 213 978 1023 or via e-mail. [Quoted text hidden]

#### Midori Connolly <midori.connolly@everyonecounts.com>

Mon, Apr 3, 2017 at 4:28 PM

To: Holly Wolcott <holly.wolcott@lacity.org>

Cc: Grayce Liu <grayce.liu@lacity.org>, Stephen Box <stephen.box@lacity.org>, Cheryl Clarke <cheryl.clarke@everyonecounts.com>, Richard Truong <richard.truong@lacity.org>, Christopher Garcia <christopher.garcia@lacity.org>, Anna Martinez <anna.martinez@lacity.org>

Ok great, thank you! Invitation to follow to all on this email list.

#### **Midori Connolly**

Sales Director

#### **Everyone Counts, Inc.**

High-Integrity, Secure Online & Electronic Voting

Leading Election Modernization

Mobile: 619.517.5916

Email: midori.connolly@everyonecounts.com

Website: www.everyonecounts.com

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## Add Hermon NC to ENS Subscription List???

Grayce Liu <grayce.liu@lacity.org>

Mon, Apr 24, 2017 at 9:49 AM

To: Glenn Bailey <glennbaileyncs@gmail.com>

Cc: Mike Fong <mike.fong@lacity.org>, Holly Wolcott <holly.wolcott@lacity.org>, NC Support <NCsupport@lacity.org>, "LA Neighborhood Council Coalition (LANCC)" <LANCC@empowerla.org>

Hi. Glenn.

Hope all is well. Thanks for the email and suggestion. We can't add it until they are certified by the Board of Neighborhood Commissioners, which will hopefully be in mid-May.

Please let me know if you have any other questions.

Best.

Gravce Liu General Manager

#### Department of Neighborhood Empowerment

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## Add Hermon NC to ENS Subscription List???

Grayce Liu <grayce.liu@lacity.org>

Mon, Apr 24, 2017 at 1:13 PM

To: Glenn Bailey <glennbaileyncs@gmail.com>

Cc: Mike Fong <mike.fong@lacity.org>, Holly Wolcott <holly.wolcott@lacity.org>, NC Support <NCsupport@lacity.org>, "LA Neighborhood Council Coalition (LANCC)" <LANCC@empowerla.org>

Hi, Glenn,

Will do!

Please let me know if you have any other questions.

Best,

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

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## I am here withdrawing my grievance against Denise Welvang. See below

Gravce Liu < gravce.liu@lacity.org>

Mon, May 1, 2017 at 9:36 AM

To: Eric Preven <esp3800@aol.com>

Cc: "Braswell, Anthony J." <Anthony.Braswell@cshs.org>, Ryan Altoon <ryan.altoon@gtlnc.org>, Barry Stone <barry.stone@lacity.org>, Mike Fong <mike.fong@lacity.org>, Paul Storiale <mtnhnc@gmail.com>, Jasmine Duckworth <jasmine.duckworth@lacity.org>, Melvin Canas <melvin.canas@lacity.org>, board@studiocitync.org, Elise Ruden <elise.ruden@lacity.org>, Semee Park <Semee.Park@lacity.org>, Darren Martinez <Darren.Martinez@lacity.org>, Mike Feuer <mike.feuer@lacity.org>, "Michaelson, David" <david.michaelson@lacity.org>, Holly Wolcott <holly.wolcott@lacity.org>, Vivienne Swanigan <a href="vivienne.swanigan@lacity.org">vivienne.swanigan@lacity.org</a>, Mike Dundas <a href="mixed-number-15">mixed swanigan <a href="mixed-vivienne.swanigan@lacity.org">vivienne.swanigan@lacity.org</a>, Mike Dundas <a href="mixed-number-15">mixed swanigan <a href="mixed-number-15">vivienne.swanigan@lacity.org</a>, Mike Dundas <a href="mixed-number-15">mixed swanigan</a> <a href="mixed-number-15">noted s <Thomas.soong@lacity.org>

Hi, Eric,

Hope all is well. Thank you for the email. We will withdraw the grievance per your request and cancel the meeting tonight.

Please let me know if you have any other questions.

Best.

Gravce Liu General Manager

Department of Neighborhood Empowerment

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## Invitation: MOIA - Know Your Rights Training @ Wed May 10, 2017 1pm - 2:30pm (Holly Wolcott)

1 message

Grayce Liu <grayce.liu@lacity.org>

Reply-To: Grayce Liu <grayce.liu@lacity.org>

To: holly.wolcott@lacity.org

Wed, May 3, 2017 at 5:50 PM

### **MOIA - Know Your Rights Training**

more details »

The Mayor's Office of Immigrant Affairs is conducting a training of the trainers workshop for immigrant Know Your Rights.

When

Wed May 10, 2017 1pm - 2:30pm Pacific Time

Where

Neighborhood Empowerment Conference Room (map)

Calendar

Holly Wolcott

Who

- grayce.liu@lacity.org organizer
- Holly Wolcott

Going? Yes - Maybe - No more options »

Invitation from Google Calendar

You are receiving this email at the account holly.wolcott@lacity.org because you are subscribed for invitations on calendar Holly Wolcott.

To stop receiving these emails, please log in to https://www.google.com/calendar/ and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. Learn More.

<b></b>	invite.ics
	21/



## **Parliamentarian Procedures Training**

2 messages

**Grayce Liu** <grayce.liu@lacity.org>
To: Holly Wolcott <Holly.Wolcott@lacity.org>

Thu, May 18, 2017 at 4:18 PM

Hi, Holly,

Hope all is well. Do you have folks who can give our staff a training on Robert's Rules of Order or Rosenberg's? They are asked a lot of process questions in the field.

Also, we should chat about those reports we're supposed to do on elections.

Thanks!

Best,

Grayce Liu General Manager

Department of Neighborhood Empowerment

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EMPOWERLA LEADERSHIP ACADEMY

Grayce Liu <grayce.liu@lacity.org>
To: Holly Wolcott <Holly.Wolcott@lacity.org>

Fri, May 19, 2017 at 4:07 PM

Hi, Holly,

Hope all is well. No worries about the parliamentarian training. I found someone. :)

Enjoy your weekend!

Best.

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

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#### \$5 Grand

12 messages

Fri, Apr 21, 2017 at 10:22 AM

Holly Wolcott <holly.wolcott@lacity.org>
To: Grayce Liu <grayce.liu@lacity.org>, "Viramontes, Ruben" <ruben.viramontes@lacity.org>

Hi Grayce,

What was the name of the project again so Ruben can tell the CAO? I have asked Ruben to transfer the \$5K to your department but he may need more nfo if you can direct him who to work with,

Thanks,

Holly



Holly L. Wolcott

Email: holly.wolcott@lacity.org Phone: 213-978-1020



City of Los Angeles 200 North Spring Street, Rm. 360 Los Angeles, CA 90012



Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <holly.wolcott@lacity.org> Cc: "Viramontes, Ruben" <ruben.viramontes@lacity.org> Fri, Apr 21, 2017 at 4:49 PM

Hi. Holly.

Sorry for the late reply. I've been stuck in a few meeting that ran long.

CivicConnect is the company. Here is some information about them.

Please let me know if you have any other questions. Have a great weekend!

Feel free to review and share the links below- one highlighting the features of CivicAR and the other a walk-through of our CivicConnect solution with CivicAR features in Fort Lauderdale:

CivicAR Demo: https://youtu.be/4QnelJexb1k

CivicConnect Explore/Fort Lauderdale Demo: https://youtu.be/2bIA1WKyRVg

Best.

Grayce Liu General Manager

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EMPOWERLA LEADERSHIP ACADEMY

Ruben Viramontes <ruben.viramontes@lacity.org>
To: Grayce Liu <grayce.liu@lacity.org>
Cc: Holly Wolcott <holly.wolcott@lacity.org>

Wed, Apr 26, 2017 at 7:17 AM

Wed. Apr 26, 2017 at 10:36 AM

Hi Grayce,

Which Fund/Account # should the money be transferred to?

Ruben Viramontes Administrative Services Office of the City Clerk Tel. (213) 978-1083 Fax (213) 978-1089



Grayce Liu <grayce.liu@lacity.org>

To: Ruben Viramontes <ruben.viramontes@lacity.org>

Cc: Holly Wolcott <holly.wolcott@lacity.org>

Hi, Ruben

Hope all is well. Thanks for the email. I'm trying to sort that out now. If we hold the money and execute the contract, then the Commission has to approve so I'm seeing if ITA or a CM can hold instead. Hope to have this resolved by the end of the week.

Please let me know if you have any questions. Thanks!

Best,

Grayce Liu General Manager

Department of Neighborhood Empowerment

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[Quoted text hidden]

Ruben Viramontes <ruben.viramontes@lacity.org>
To: DONE Grayce Liu <grayce.liu@lacity.org>
Cc: Holly Wolcott <holly.wolcott@lacity.org>

Wed, May 24, 2017 at 6:35 AM

Hi Grayce

Just wanted to follow up to see what fund/account you would like the \$5,000 to be transferred to.

Thanks

[Quoted text hidden]

Grayce Liu <grayce.liu@lacity.org>

Wed, May 24, 2017 at 5:09 PM

To: Ruben Viramontes <uben.viramontes@lacity.org>
Cc: Holly Wolcott <holly.wolcott@lacity.org>, Armando Ruiz <armando.ruiz@lacity.org>

Hi, Ruben,

Hope all is well. Thanks for the follow up. We're getting City Council to set up an account so I'm copying Armando to see if you should transfer directly there or if you can transfer now, and we'll move it once it's set up.

Please let me know if you have any other questions.

Best.

Grayce Liu General Manager

Department of Neighborhood Empowerment

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[Quoted text hidden]

Ruben Viramontes <ruben.viramontes@lacity.org>

To: DONE Grayce Liu <grayce.liu@lacity.org>

Cc: Armando Ruiz <armando.ruiz@lacity.org>, Holly Wolcott <holly.wolcott@lacity.org>

Thanks Graycie. I'll wait for further instructions.

[Quoted text hidden]

Armando Ruiz <armando.ruiz@lacity.org>

To: Ruben Viramontes <ruben.viramontes@lacity.org> Cc: DONE Grayce Liu <grayce.liu@lacity.org>, Holly Wolcott <holly.wolcott@lacity.org>, Man-Qin He <manqin.he@lacity.org>

Hi Ruben,

So sorry for the delay. Please transfer the \$5K to our Department using the following details:

Department 47 Fund 44B

Revenue Source: 518806

Let me know if you have any questions. Man-Qin is also available to assist with any technical issues.

Best,

Armando Ruiz

Director of Administrative Services

Department of Neighborhood Empowerment 200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

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Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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EMPOWERLA LEADERSHIP ACADEMY

https://www.youtube.com/watch?v=IJ77Zz-RsFo

[Quoted text hidden]

Man-Qin He <manqin.he@lacity.org>

To: Armando Ruiz <armando.ruiz@lacity.org>
Co: Ruben Viramontes <ruben.viramontes@lacity.org>, DONE Grayce Liu <grayce.liu@lacity.org>, Holly Wolcott <holly.wolcott@lacity.org>

Dear Ruben.

Revenue Source: 5188

Department Source 518806

Thank you!

Best Regards

[Quoted text hidden]

Man-Qin He

Sr. Accountant I

Department of Neighborhood Empowerment

200 North Spring Street, Suite 2005 Los Angeles, CA 90012 Downtown Office: (213) 978-1551 Downtown Fax: (213) 978-1751

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EMPOWER LA

Wed, May 31, 2017 at 10:49 AM

Wed, May 24, 2017 at 5:16 PM

Empower Yourself. Empower Your Community. Empower LA.

Ruben Viramontes <ruben.viramontes@lacity.org>

Wed, May 31, 2017 at 10:51 AM

To: Man-Qin He <manqin.he@lacity.org>

Cc: Armando Ruiz <armando.ruiz@lacity.org>, DONE Grayce Liu <grayce.liu@lacity.org>, Holly Wolcott <holly.wolcott@lacity.org>

Man Qin.

The transfer of funds would be coming from the City Clerk's General Fund. Would it be possible to transfer the money to an account within your general fund as oppsed to a revenue source?

[Quoted text hidden]

Man-Qin He <manqin.he@lacity.org>

Wed, May 31, 2017 at 10:59 AM

To: Ruben Viramontes <ruben.viramontes@lacity.org>

Cc: Armando Ruiz <armando.ruiz@lacity.org>, DONE Grayce Liu <grayce.liu@lacity.org>, Holly Wolcott <holly.wolcott@lacity.org>

Dear Ruben,

That is even better. The option we ask other Department to transfer through revenue source is that some Department cannot do it through appropriation account.

So please transfer the fund to Fund 44B, Department 47 and appropriation account 47N242. Please wait for one - two days since Teresa is out today and I am not sure whether Frieda has time to finish setting up the account. I will let you know right after the appropriation account 47N242 is up in the system.

Thank you!

Best Regards,

(Quoted text hidden)

Ruben Viramontes <ruben.viramontes@lacity.org>

Wed, May 31, 2017 at 11:08 AM

To: Man-Qin He <manqin.he@lacity.org>

Cc: Armando Ruiz <armando.ruiz@lacity.org>, DONE Grayce Liu <grayce.liu@lacity.org>, Holly Wolcott <holly.wolcott@lacity.org>

Thanks Man Qin. I'll follow up with Teresa early next week to work out the logistics of the transfer. [Quoted text hidden]



# Invitation: Civic Engagement and AR with Civic Connect @ Tue May 30, 2017 1pm - 2pm (Holly Wolcott)

2 messages

Grayce Liu <grayce.liu@lacity.org>

Fri, May 26, 2017 at 11:20 AM

Reply-To: Grayce Liu <grayce.liu@lacity.org>

To: holly.wolcott@lacity.org, armando.ruiz@lacity.org, gregc@civicconnect.com, jeanne.holm@lacity.org, bridget.smith@lacity.org, Shannon Hoppes <shannon.hoppes@lacity.org>, yeghig.keshishian@lacity.org, danielle.brazell@lacity.org, vince.bertoni@lacity.org, mike.fong@lacity.org, seleta.reynolds@lacity.org, gary.lee.moore@lacity.org

Civic Er	ngagement and AR with Civic Connect	more details »
When	Tue May 30, 2017 1pm – 2pm Pacific Time	3
Where	City Hall East, Room 1419, ITA-CHE-1419 (map)	** Ye manakey
Calendar	Holly Wolcott	aa./**
Who	<ul> <li>jeanne.holm@lacity.org - organizer</li> <li>armando.ruiz@lacity.org</li> <li>gregc@civicconnect.com</li> <li>bridget.smith@lacity.org</li> <li>Shannon Hoppes</li> <li>yeghig.keshishian@lacity.org</li> <li>danielle.brazell@lacity.org</li> <li>vince.bertoni@lacity.org</li> <li>mike.fong@lacity.org</li> <li>grayce.liu@lacity.org</li> <li>seleta.reynolds@lacity.org</li> <li>Holly Wolcott</li> <li>gary.lee.moore@lacity.org</li> </ul>	
Going? Y	/es - Maybe - No more options »	
Invitation fro	om Google Calendar	
You are rece	eiving this email at the account holly.wolcott@lacity.org because you are subscribed for invitations on calend	ar Holly Wolcott.
To stop rece	eiving these emails, please log in to https://www.google.com/calendar/ and change your notification settings f	or this calendar.
Forwarding	this invitation could allow any recipient to modify your RSVP response. Learn More.	AL COLOR
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invite.	ics	

Holly Wolcott <holly.wolcott@lacity.org>
To: Shannon Hoppes <shannon.hoppes@lacity.org>

Fri, May 26, 2017 at 11:33 AM

[Quoted text hidden]

invite.ics



#### Invite to City Staff for Pepperdine Public Engagement Workshop - Monday, June 19th

2 messages

Grayce Liu <grayce.liu@lacity.org>

To: Vince Bertoni <a href="mailto:vince.bertoni@lacity.org">vince Bertoni <a href="mailto:vince.bertoni@lacity.org">vince Bertoni <a href="mailto:vince.bertoni@lacity.org">vince.bertoni@lacity.org</a>, Seleta Reynolds <seleta.reynolds@lacity.org</a>, Gary Lee Moore <gary.lee.moore@lacity.org</a>, Ted Ross <ted.ross@lacity.org</a>, Danielle Brazell <d
Wolcott <a href="mailto:vince.bertoni@lacity.org">vince.bertoni@lacity.org</a>, Aram Sahakian <a href="mailto:vara">varam.sahakian@lacity.org</a>, Chris Espinosa <a href="mailto:vara">varam.sahakia <Enrique,Zaldivar@lacity.org>, Eugene Seroka <gene seroka@portla.org>, Michael Shull <michael.a.shull@lacity.org>, Jan Perry <jan.perry@lacity.org>, John Lewis <john.lewis@lacity.org>, <nazario.sauceda@lacity.org>, Wendy Grace Macy <wendy.macy@lacity.org>, david.wright@ladwp.com Cc: Greg Good <greg.good@lacity.org>, Mike Fong <Mike.Fong@lacity.org>

Hope all is well. We are partnering with the Pepperdine School of Public Policy to offer their Public Engagement Workshop on Monday, June 19th, for City staff. I've included the information and a flyer as well for you to pass on to your staff.

I'll be out of the office for the next few weeks so I'm copying my Acting GM, Mike Fong, in case you have any questions. Enjoy your holiday weekend!

Best.

Gravce Liu General Manager

#### Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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## DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

#### IN PARTNERSHIP WITH

PEPPERDINE SCHOOL OF PUBLIC POLICY DAVENPORT INSTITUTE

INVITE CITY STAFF TO A WORKSHOP ON EFFECTIVE CIVIC ENGAGEMENT



# VVUKKOHUF

Public Engagement can be a nerve-wracking undertaking, but conducted properly public involvement on important decisions can lead to more creative, acceptable solutions when managed effectively. That is why the Davenport Institute has created a practical and participatory half-day seminar where you will learn:

- The "Civic Engagement Spectrum": from "informing" to "involving" your residents
- When your city, county, region, or special district is ready to engage the public
- · How to develop a positive public engagement campaign
- Important attitude and behavior changes for elected officials, staff, and residents
- · The five main criteria for judging an effective civic engagement process

19 JUNE

Controller's Conference Room, City Hall East Room 351

8:00 am - 12:00 pm
RSVP by Thursday, 6/15 at EmpowerLA.org/peworkshop

Questions? Please contact Patricia Mares at (213) 978-1551 or by emailing Patricia. Mares@lacity.org

Civic Engagement Workshop Flyer v2.pdf

Holly Wolcott <holly.wolcott@lacity.org>
To: Shannon Hoppes <shannon.hoppes@lacity.org>

[Quoted text hidden]

Civic Engagement Workshop Flyer v2.pdf

Fri, May 26, 2017 at 6:03 PM





#### DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

IN PARTNERSHIP WITH

PEPPERDINE SCHOOL OF PUBLIC POLICY DAVENPORT INSTITUTE

INVITE CITY STAFF TO A WORKSHOP ON EFFECTIVE CIVIC ENGAGEMENT



# WORKSHOP

Public Engagement can be a nerve-wracking undertaking, but conducted properly, public involvement on important decisions can lead to more creative, acceptable solutions when managed effectively. That is why the Davenport Institute has created a practical and participatory half-day seminar where you will learn:

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- · The five main criteria for judging an effective civic engagement process

19 JUNE

Controller's Conference Room, City Hall East Room 351

8:00 am - 12:00 pm

RSVP by Thursday, 6/15 at EmpowerLA.org/peworkshop





#### Out of the Office Re: Urgent: Action Needed to Rectify Funding Issue

1 message

**Grayce Liu** <grayce.liu@lacity.org>
To: holly.wolcott@lacity.org

Thu, Jun 8, 2017 at 2:51 PM

Hi!

Hope all is well. Thank you for your email.

I will be out of the office until Monday, June 19, 2017. Director of Policy and Government Relations, Mike Fong, will be Acting General Manger while I am gone. He can be reached at Mike.Fong@lacity.org or by calling (213) 978-1551.

If you have a questions about Neighborhood Councils, please contact our Neighborhood Council Support Helpline at NCSupport@lacity.org or by calling (213) 978-1551.

Best,

Grayce Liu General Manager

\*Department of Neighborhood Empowerment\*
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org
<a href="http://www.empowerla.org/">http://www.empowerla.org/></a>

\*Empower Yourself. Empower Your Community. Empower LA.\* <a href="http://empowerla.org/lets-get-social/">http://empowerla.org/leadership-academy/</a>



#### LBNC - URGENT - Strategic Plan and 2017/18 Budget

Grayce Liu <grayce.liu@lacity.org>

Thu, Jun 22, 2017 at 12:48 PM

To: Linda Gravani < Igravani@hotmail.com>

Cc: "petty.santos@lacity.org" <petty.santos@lacity.org>, Semee Park <semee.park@lacity.org>, Holly Wolcott <holly.wolcott@lacity.org>

Hi, Linda,

Hope all is well. Sorry for the delay in updating the forms. We had a glitch switching them over to QuickBase, but wanted to make sure that was done so you'll be able to see it on the monthly profile. The new portal will be up by tomorrow.

Please let me know if you have any other questions.

Best,

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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#### Table at the Neighborhood Councils Congress of Neighborhoods on Saturday, Sept. 9th

Grayce Liu <grayce.liu@lacity.org>

Tue, Aug 8, 2017 at 11:52 AM

To: Laura Trejo <a href="mailto:laura.trejo@lacity.org">lacity.org</a>, Brenda Barnette <a href="mailto:brenda.barnette@lacity.org">brenda.barnette@lacity.org</a>, Frank Bush <frank.bush@lacity.org>, Holly Wolcott <Holly.Wolcott@lacity.org>, Doane Liu <doane.liu@lacity.org>, Danielle Brazell <danielle.brazell@lacity.org>, "Stephen D. Simon" <Stephen.simon@lacity.org>, Jan Perry <jan.perry@lacity.org>, Chris Espinosa <chris.espinosa@lacity.org>, Aram Sahakian <aram.sahakian@lacity.org>, Heather Holt <heather.holt@lacity.org>, Claire Bartels <claire.bartels@lacity.org>, Ralph Terrazas <ralph.terrazas@lacity.org>, Tony Royster <tony.royster@lacity.org>, Eugene Seroka <gene\_seroka@portla.org>, Rushmore Cervantes <rushmore.cervantes@lacity.org>, Douglas Guthrie <douglas.guthrie@hacla.org>, Ted Ross <ted.ross@lacity.org>, "Szabo, John" <jszabo@lapl.org>, Wendy Grace Macy <wendy.macy@lacity.org>, Vince Bertoni <vince.bertoni@lacity.org>, Charlie Beck <charlie.beck@lapd.lacity.org>, Gary Lee Moore <gary.lee.moore@lacity.org>, Enrique Zaldivar <Enrique.Zaldivar@lacity.org>, Nazario Sauceda <nazario.sauceda@lacity.org>, Ed Ebrahimian <Ed.Ebrahimian@lacity.org>, Michael Shull <michael.a.shull@lacity.org>, Seleta Reynolds <seleta.reynolds@lacity.org>, David Wright <david.wright@lacity.org>

Hi, folks,

Hope all is well. Please forward this request to your appropriate staffers to ensure that you have a table at City Hall during the Congress of Neighborhoods for your department. I want to make sure your department gets a table if you want to be there, and the Congress of Neighborhoods Planning Committee needs to know by August 25, 2017. Thanks!

The Department of Neighborhood Empowerment would like to invite you to the 2017 Congress of Neighborhoods on Saturday, September 9, 2017. The Congress brings together leaders from the City's 97 Neighborhood Councils for a day of networking and educational workshops. The event is held annually at LA City Hall and helps to assist Neighborhood Council leaders with the tools to establish lasting relationships they need to build a successful future for their communities. There are typically between 700-800 Neighborhood Council board members and stakeholders from across the City who attend.

The 2017 Congress of Neighborhoods is a great opportunity for Departments and Organizations to partner with Neighborhood Councils and inform them of programs and resources available. If your Department would like to reserve a table, please contact Marlene Savage via email at marlene.savage@ca.rr.com from the Congress of Neighborhoods Planning Committee.

If you have any questions or concerns, please feel free to contact either Mary Kim, mary.kim@lacity.org, or, Jasmine Duckworth jasmine.duckworth@lacity.org.

Best,

Grayce Liu General Manager

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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EMPOWERLA LEADERSHIP ACADEMY



#### Mayor's Civic University for City Staff on August 28th 9-12pm

Grayce Liu <grayce.liu@lacitv.org>

Tue, Aug 22, 2017 at 10:52 AM

To: Chris Espinosa <chris.espinosa@lacity.org>, Danielle Brazell <danielle.brazell@lacity.org>, Doane Liu <doane.liu@lacity.org>, Ed Ebrahimian <ed.ebrahimian@lacity.org>, Enrique Zaldivar <enrique.zaldivar@lacity.org>, Frank Bush <frank.bush@lacity.org>, Grayce Liu <grayce.liu@lacity.org>, Heather Holt <heather.holt@lacity.org>, Holly Wolcott <a href="mailto:subarrage"><holly.wolcott@lacity.org</a>, John Lewis <john.lewis@lacity.org</a>, John Reamer <john.reamer@lacity.org</a>, Laura Trejo <a href="mailto:shull@lacity.org"></a>, Martha Martinez <a href="mailto:martinez@lafpp.com"><a href="mailto:michael.a.shull@lacity.org"><a href="mailto:shull@lacity.org"><a hre Nazario Sauceda <nazario.sauceda@lacity.org>, Ralph Terrazas <ralph.terrazas@lacity.org>, Richard Llewellyn <ri>crichard.llewellyn@lacity.org>, Rushmore Cervantes <rushmore.cervantes@lacity.org>, Seleta Reynolds</ri> <seleta.reynolds@lacity.org>, Stephen Simon <stephen.simon@lacity.org>, Ted Ross <ted.ross@lacity.org>, Tony Royster <tony.royster@lacity.org>, Vince Bertoni <vince.bertoni@lacity.org>, Wendy Macy <wendy.macy@lacity.org>, Aram Sahakian <aram.sahakian@lacity.org>, Barbara Haywood <br/>
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Saram.sahakian@lacity.org>, Barbara Haywood <br/>
Saram.sahakian <br Charlie Beck <charlie.beck@lapd.lacity.org>, Claire Bartels <claire.bartels@lacity.org>, david.wright@ladwp.com, "FLINT, DEBORAH" <dflint@lawa.org>, gene\_seroka@portla.com, Jan Perry <jan.perry@lacity.org>, "Szabo, John" <jszabo@lapl.org>, "Raymond P. Ciranna" <ray.ciranna@lafpp.com>, Tom Moutes <tom.moutes@lacers.org>, llene.delarosa@lapd.lacity.org, Akia Lindo <akia.lindo@lacity.org>, "Verkin (Vicki) Keoseian" <vicki,keoseian@lacity.org>, Marina Sanchez <marina.sanchez@lacity.org>, Veronica Maxwell <veronica.maxwell@lacity.org>, Tina Fermin <tina.fermin@lacity.org>, Teresa Mendez <teresa.mendez@lacity.org>, Susie Rodriguez <susie.rodriguez@ladwp.com>, Susie Robles <susie.robles@lacity.org>, Susan Stiles <susan.stiles@lacity.org>, Michelle Garcia <michelle.garcia@lacity.org>, "Dacia E. Gonzalez" <dacia.gonzalez@lacity.org>, Monika Leisring <monika.leisring@lacity.org>, Denise Tamura <denise.tamura@lacity.org>, Marta Anguiano <marta.anguiano@lacity.org>, Maria Gordo <maria.gordo@lacity.org>, "LISA L. HOLLOWAY" <lholloway@lawa.org>, Jessica Montanez <jessica.montanez@lacity.org>, Jasmin San Luis <jasmin.sanluis@lacity.org>, Janet Zelaya <janet.m.zelaya@lacity.org>, Gloria Pinon <gloria.pinon@lacity.org>, "Tankersley, Eileen" <etankersley@portla.org>, Cynthia Perez <cynthia.perez@lacity.org>, Cristine Villorante <cris.villorante@lacity.org>, Candice Arnold <candice.arnold@lacity.org>, Carrie Firestone <carrie.firestone@lacity.org>, Cecilia Law <cecilia.law@lacity.org>, Beth Slick <beth.slick@lacity.org>, "Cabulong, Bella A." <bella.cabulong@lacers.org>, Consuelo Fuentes <consuelo.fuentes@lacity.org>

Hi, folks,

Hope all is well. We're partnering with the Mayor's Office and Pat Brown Institute to offer Civic University for City Staff on Monday, August 28th from 9-12 pm in City Council chambers. Ana will be providing the opening remarks. Please forward to your staffers who you think would benefit from the workshop.

Thanks!

Best.

Grayce Liu General Manager

#### Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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# Learn about the Power Dynamics at City Hall Civic University for City Hall Staff Monday August 28, 2017 9 am -12 pm City Council Chamber

- What's the relationship among the mayor, the city council and other power centers at city hall? What does this mean for staff?
- How does LA city operate in a fragmented county with many governments?
- How can city staff best relate and interact with various communities and their interests? How can communities best relate to city staff?

Civic University is a partnership between the Pat Brown Institute for Public Affairs at Cal State L.A. and the Office of Los Angeles Mayor Eric Garcetti. The program not only explains the formal processes of local government, but also why things happen the way they do.

The course will be taught by Dr. Raphael Sonenshein, the Executive Director of the Pat Brown Institute and the author of Los Angeles: Structure of City Government. Come

network with fellow city colleagues at this insightful workshop on how City Hall works.

RSVP to the Department of Neighborhood Empowerment online or by calling (213) 978-1551 by Friday, August 25, 2017.

#### **Department of Neighborhood Empowerment**

200 N. Spring Street, Suite 2005

Los Angeles, CA 90012

Downtown Office: (213) 978-1551 Downtown Fax: (213) 978-1751





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#### Fwd: [EchoElysianNCForum] Vacant Seats for EPNC [1 Attachment]

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <Holly.Wolcott@lacity.org>

Mon, Aug 28, 2017 at 2:17 PM

Hi, Holly,

Hope all is well. Were you planning on responding to Ida or did you want me to? I'm not sure what she is talking about so it would be a general acknowledgement that we received the email.

Best.

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

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EMPOWERLA LEADERSHIP ACADEMY

[Quoted text hidden]



#### Fwd: [EchoElysianNCForum] Vacant Seats for EPNC [1 Attachment]

Holly Wolcott <holly.wolcott@lacity.org> To: Grayce Liu <grayce.liu@lacity.org>

Mon, Aug 28, 2017 at 3:02 PM

Not planning on responding. [Quoted text hidden]



Holly L. Wolcott

Email: holly.wolcott@lacity.org Phone: 213-978-1020





#### City Clerk

City of Los Angeles 200 North Spring Street, Rm. 360 Los Angeles, CA 90012



#### Fwd: [EchoElysianNCForum] Vacant Seats for EPNC [1 Attachment]

Holly Wolcott <holly.wolcott@lacity.org> To: Grayce Liu <grayce.liu@lacity.org>

Mon, Aug 28, 2017 at 3:02 PM

Not planning on responding. [Quoted text hidden]



Holly L. Wolcott

Email: holly.wolcott@lacity.org Phone: 213-978-1020





#### City Clerk

City of Los Angeles 200 North Spring Street, Rm. 360 Los Angeles, CA 90012



#### Fwd: [EchoElysianNCForum] Vacant Seats for EPNC [1 Attachment]

**Grayce Liu** <grayce.liu@lacity.org>
To: Holly Wolcott <holly.wolcott@lacity.org>

Mon, Aug 28, 2017 at 4:25 PM

Coolio.

Best, Grayce [Quoted text hidden]

[Quoted text hidden]



#### Thanks!

3 messages

Grayce Liu <grayce.liu@lacity.org>

Fri, Sep 8, 2017 at 2:07 PM

To: Claire Bartels <claire.bartels@lacity.org>, Holly Wolcott <Holly.Wolcott@lacity.org>

Hi, ladies,

Thanks again for lunch. I looked at the GM list, and here are the women:

- 1. Laura doesn't attend GM Meetings
- 2. Debra doesn't attend GM Meetings
- 3. Brenda
- 4. Sharon doesn't attend GM Meetings
- 5. Holly
- 6. Danielle
- 7. Jan
- 8. Heather
- 9. Claire
- 10. Grayce
- 11. Wendy
- 12. Seleta
- 13. Cat

Looking forward to the ladies meet up. Please let me know how I can assist.

Best,

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

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EMPOWERLA LEADERSHIP ACADEMY

Holly Wolcott <holly.wolcott@lacity.org>

To: Grayce Liu <grayce.liu@lacity.org>
Co: Claire Bartels <claire.bartels@lacity.org>

Fri, Sep 8, 2017 at 2:25 PM

Yes Thanks. It was fun. [Quoted text hidden]

Claire Bartels <claire.bartels@lacity.org>
To: Holly Wolcott <holly.wolcott@lacity.org>
Cc: Grayce Liu <grayce.liu@lacity.org>

Fri, Sep 8, 2017 at 4:22 PM

Thank you both! Have a great weekend and good luck with the drive this evening Holly (and break a leg!).

Claire



Claire Bartels

Director of Finance / City Treasurer

Office of Finance
(213) 978-1774

Finance.lacity.org



[Quoted text hidden]



# Medfly Amendment to the Notice of Treatment for the community of Sun Valley, Los Angeles County, September 2017

Holly Wolcott <holly.wolcott@lacity.org>

Fri, Sep 8, 2017 at 2:24 PM

To: Anna Martinez <anna.martinez@lacity.org>, Shannon Hoppes <shannon.hoppes@lacity.org>, Grayce Liu <grayce.liu@lacity.org>

Anna,

Can you please see that this goes to all chiefs of staffs for Council, Mayor, CLA and CAO?

Thank you.

Grayce, this is an fyi for you.

[Quoted text hidden]

Medfly-NOT-Amendment-SunValley-Los AngelesCounty-September2017.pdf 1045K



#### CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE

# OFFICIAL NOTICE FOR THE COMMUNITY OF SUN VALLEY PLEASE READ IMMEDIATELY

# AMENDMENT TO THE NOTICE OF TREATMENT FOR THE MEDITERRANEAN FRUIT FLY

Between August 17 and September 1, 2017, seven adult Mediterranean fruit flies (Medflies), Ceratitis capitata (Wiedemann), were trapped in the community of Sun Valley, Los Angeles County. Based on the survey data, pest biology, information from the California Department of Food and Agriculture (CDFA) Mediterranean Fruit Fly Science Advisory Panel (MedSAP), recommendations provided by the CDFA Primary State Entomologist, and the CDFA "Action Plan for Mediterranean Fruit Fly Ceratitis capitata (Wiedemann)," the CDFA concludes that an infestation of Medfly exists in the area.

A Program Environmental Impact Report (PEIR) has been certified which analyzes the Medfly treatment program in accordance with Public Resources Code, Sections 21000 et seq. The PEIR is available at <a href="http://www.cdfa.ca.gov/plant/peir/">http://www.cdfa.ca.gov/plant/peir/</a>. The treatment activities described below are consistent with the PEIR.

In accordance with integrated pest management principles, the CDFA has evaluated possible treatment methods and determined that there are no cultural methods available to eradicate Medfly. The CDFA will employ biological control via sterile insects as the primary tool, complemented by limited chemical control, and will additionally use physical control via host fruit removal when there is evidence that a breeding population exists on a property.

The treatment plan for the Medfly infestation will be implemented as follows:

- The sterile insect technique (SIT) makes use of sterile Medflies to prevent the production of viable offspring. The wild female Medflies mate with the sterile males and lay infertile eggs, thereby disrupting the breeding cycle and causing the population to be eliminated. Sterile flies are released by aircraft within a 3.5-mile radius around each detection site. Releases are repeated every three to four days for two life cycles of the fly (typically four to six months, dependent on temperature).
- Foliar bait treatments are used within 200 meters of each detection site in order to mitigate the spread of Medfly by eliminating those adult life stages not directly affected by SIT (i.e., mated females and sexually immature flies). Foliar bait ground treatments are a protein bait spray that contains an organic formulation of the pesticide spinosad (GF-120 NF Naturalyte® Fruit Fly Bait), and are repeated every seven to 14 days for one life cycle of the fly (typically two to three months, dependent on temperature). Please visit the CDFA website to learn more about the treatment process at <a href="http://www.cdfa.ca.gov/plant/videos/spinosad/">http://www.cdfa.ca.gov/plant/videos/spinosad/</a>.
- If evidence that a breeding population exists on a property (i.e., immature stages, mated
  female, or multiple adults), all host fruit from each detection site and all properties within
  a minimum of 100 meters of each detection site will be removed and disposed of in a

landfill in accordance with regulatory protocols. Fruit removal will occur once at the beginning of the project, but may be repeated if additional flies are detected.

#### **Public Notification:**

Any resident whose property will be treated via foliar bait sprays or host fruit removal will be notified in writing at least 48 hours in advance of any treatment, in accordance with the California Food and Agricultural Code Sections 5779. Following the treatment, completion notices are left with homeowners detailing precautions to take and post-harvest intervals applicable to any fruit on the property. For SIT applications, notification is given to the general public via mass media outlets such as newspapers or press releases, and information is posted at <a href="http://www.cdfa.ca.gov/plant/PDEP/treatment/medfly treatment.html">http://www.cdfa.ca.gov/plant/PDEP/treatment/medfly treatment.html</a>. Information concerning the Medfly project will be conveyed directly to concerned local and State political representatives and authorities via letters, emails, and/or faxes. Press releases, if issued, are prepared by the CDFA information officer and the county agricultural commissioner, in close coordination with the project leader responsible for treatment. Either the county agricultural commissioner or the public information officer serves as the primary contact to the media.

For any questions related to this program, please contact the CDFA toll-free telephone number at 800-491-1899 for assistance. This telephone number is also listed on all treatment notices.

Enclosed are the findings regarding the treatment, map of the treatment area, work plan, and an integrated pest management analysis.

Enclosures

# FINDINGS REGARDING A TREATMENT PLAN FOR THE MEDITERRANEAN FRIUT FLY

Between August 17 and September 1, 2017, seven adult Mediterranean fruit flies (Medflies), Ceratitis capitata (Wiedemann), were trapped in the community of Sun Valley, Los Angeles County. Based on the survey data, pest biology, information from the California Department of Food and Agriculture (CDFA) Mediterranean Fruit Fly Science Advisory Panel (MedSAP), recommendations provided to me by the CDFA Primary State Entomologist, and the CDFA "Action Plan for Mediterranean Fruit Fly Ceratitis capitata (Wiedemann)," I have determined that an infestation of Medfly exists in the area.

The Medfly is an exotic insect originating in Africa, and has been accidentally introduced into southern Europe, western Australia, and Central and South America. Its distribution in the United States is restricted to the Hawaiian Islands, where it was discovered in 1910. Worldwide, the Medfly has been recorded infesting over 250 different types of fruits and vegetables. A great number of crops in California would be threatened by the introduction of this pest including apple, apricot, avocado, cherry, date, grape, grapefruit, nectarine, orange, peach, pepper, and tomato. Damage occurs when the female lays eggs in the fruit. These eggs hatch into larvae, which tunnel through the flesh of the fruit, making it unfit for consumption. This pest presents a major threat to a wide variety of California produce, with the combined 2012 gross value of these commodities being over \$15 billion. The permanent establishment and spread of this pest would result in increased production and postharvest costs to safeguard commercial fruit from infestation, increased pesticide applications on both production agriculture and residential properties to mitigate damage, and lost economic activity and jobs from trade restrictions imposed by the United States Department of Agriculture (USDA) and foreign trade partners.

This decision to proceed with treatment is based upon a realistic evaluation that it will be possible to eradicate Medfly from this area and prevent its spread using currently available technology in a manner that is based on an action plan developed in consultation with the Pest Prevention Committee of the California Agricultural Commissioners and Sealers Association, the USDA, and scientists on the MedSAP. Due to the size of the infested area and the number of Medflies detected, historical data indicates that eradication is possible. The first California Medfly detections occurred in Los Angeles County in 1975, and since that time, numerous reintroductions have been delimited and successfully eradicated. In making this decision, the CDFA has evaluated possible treatment methods. In accordance with integrated pest management principles, the following is the list of options that I have considered for the treatment of this Medfly infestation: 1) physical controls; 2) cultural controls; 3) biological controls; and 4) chemical controls.

Based upon input from my professional staff and outside experts familiar with Medfly, I have concluded that there are no cultural methods that are effective to treat the Medfly that allow the CDFA to meet its statutory obligations. To eradicate Medfly, I am ordering that sterile insect releases and ground applied foliar bait sprays be used. Releases of sterile flies will occur via aircraft, while foliar bait spray treatments consist of an organic formulation of spinosad applied to host trees using ground-based equipment. Additionally, in the event of evidence of a breeding population on a property, host fruit removal will occur. Descriptions of these options are below. The options selected are a biological-control measure that involves the use of insecticides targeting reproduction, a chemical-control measure that involves the use of insecticides targeting the adult stage, and a physical-control measure targeting the eggs and larvae. These

Mediterranean Fruit Fly Notice of Treatment Findings Project SA-7806 Page 2

options were selected based upon biological effectiveness, minimal public intrusiveness, cost, and minimal impacts to the environment.

A Program Environmental Impact Report (PEIR) has been prepared which analyzes the Medfly treatment program in accordance with Public Resources Code (PRC), Sections 21000 et seq. The PEIR was certified in December 2014, and is available at <a href="http://www.cdfa.ca.gov/plant/peir/">http://www.cdfa.ca.gov/plant/peir/</a>. The PEIR addresses the treatment of the Medfly at the program level and provides guidance on future actions against the Medfly. It identifies feasible alternatives and possible mitigation measures to be implemented for individual Medfly treatment activities. The Medfly program has incorporated the mitigation measures and integrated pest management techniques as described in the PEIR. In accordance with PRC Section 21105, this PEIR has been filed with the appropriate local planning agency of all affected cities and counties. No local conditions have been detected which would justify or necessitate preparation of a site specific plan.

#### **Sensitive Areas**

The treatment area has been reviewed by consulting the California Department of Fish and Wildlife's California Natural Diversity Database for threatened or endangered species. The CDFA also consults with the United States Fish and Wildlife Service, the National Marine Fisheries Service and the California Department of Fish and Wildlife when rare and endangered species are located within the treatment area. Mitigation measures will be implemented as needed. The CDFA will not apply pesticides to bodies of water or undeveloped areas of native vegetation. All treatment will be applied to residential properties, common areas within residential development, non-agricultural commercial properties, and right-of-ways.

#### Work Plan

The treatment program area encompasses those portions of Los Angeles County which fall within a 3.5-mile radius around each detection site, and any subsequent detection sites within the program boundaries. A map of the program boundaries is attached. The work plan consists of the following elements:

1. Delimitation. Traps will be placed throughout the program area to delimit the infestation and to monitor post-treatment Medfly populations. Cardboard Jackson sticky traps and the cardboard ChamP™ sticky traps are baited with the attractant trimedlure, and plastic Multilure® traps baited with three-component lure and diluted anti-freeze are used. ChamP™ traps are placed over a nine-square-mile area around each detection site (core and first buffer) at a density of 100 in the core square mile and 50 in the surrounding eight-square-mile buffer. Jackson traps are placed in each mile of the remaining delimitation area, in a 25-20-10 array. Twenty-five Multilure® traps are placed in the core square mile. Once sterile releases have begun, trap densities within 1.5 miles of each detection site are reduced to twenty Multilure® traps per square mile. Following the cessation of sterile release, ChamP™ traps are added back at pre-release levels, and Multilure® trap density is adjusted to pre-release levels. Additional traps may be added to further delimit the infestation and to determine the efficacy of treatments. These traps will be serviced on a regular schedule for a period equal to three Medfly generations beyond the date of the last fly detected. In addition, host fruit will be

Mediterranean Fruit Fly Notice of Treatment Findings Project SA-7806 Page 3

sampled for the presence of eggs and larvae in a 200-meter radius around each detection site.

- 2. Treatment. Any Medfly detections within the original and/or expanded eradication area(s) will be treated according to the following protocol:
  - The sterile insect technique (SIT) makes use of sterile male Medflies to prevent the production of viable offspring. The female Medflies mate with the sterile males and lay infertile eggs, thereby disrupting the breeding cycle and causing the population to be eradicated. Sterile flies are released by aircraft within a 3.5-mile radius around each detection site. Releases are repeated every three to four days for two life cycles of the fly (typically four to six months, dependent on temperature). The minimum release rate is 250,000 flies per square mile per week.
  - Foliar bait treatments are used within 200 meters of each detection site in order to mitigate the spread of Medfly by eliminating those adult life stages not directly affected by SIT (i.e., mated females and sexually immature flies). The foliage of host trees and shrubs within 200 meters of each detection site will be treated with an organic formulation of spinosad bait spray (GF-120 NF Naturalyte® Fruit Fly Bait) using hand spray or hydraulic spray equipment. Treatments are repeated every seven to 14 days for one life cycle of the fly (typically two to three months, dependent on temperature).
  - If evidence that a breeding population exists on a property (i.e., immature stages, mated female, or multiple adults), all host fruit from each detection site and all properties within a minimum of 100 meters of each detection site will be removed and disposed of in a landfill in accordance with regulatory protocols. Fruit removal will occur once at the beginning of the project, but may be repeated if additional flies are detected.

#### **Public Information**

Any resident whose property will be treated via foliar bait sprays or host fruit removal will be notified in writing at least 48 hours in advance of any treatment, in accordance with the California Food and Agricultural Code (FAC) Sections 5779. Following the treatment, completion notices are left with the residents detailing precautions to take and post-harvest intervals applicable to any fruit on the property. For SIT applications, notification is given to the general public via mass media outlets such as newspapers or press releases. Information concerning the Medfly program will be conveyed directly to local and State political representatives and authorities via letters, emails, and/or faxes. Treatment and other information is posted at <a href="http://www.cdfa.ca.gov/plant/PDEP/treatment/medfly treatment.html">http://www.cdfa.ca.gov/plant/PDEP/treatment/medfly treatment.html</a>. Press releases, if issued, are prepared by the CDFA information officer and the county agricultural commissioner, in close coordination with the program leader responsible for treatment. Either the county agricultural commissioner or the public information officer serves as the primary contact to the media.

For any questions related to this program, please contact the CDFA toll-free telephone number at 800-491-1899 for assistance. This telephone number is also listed on all treatment notices.

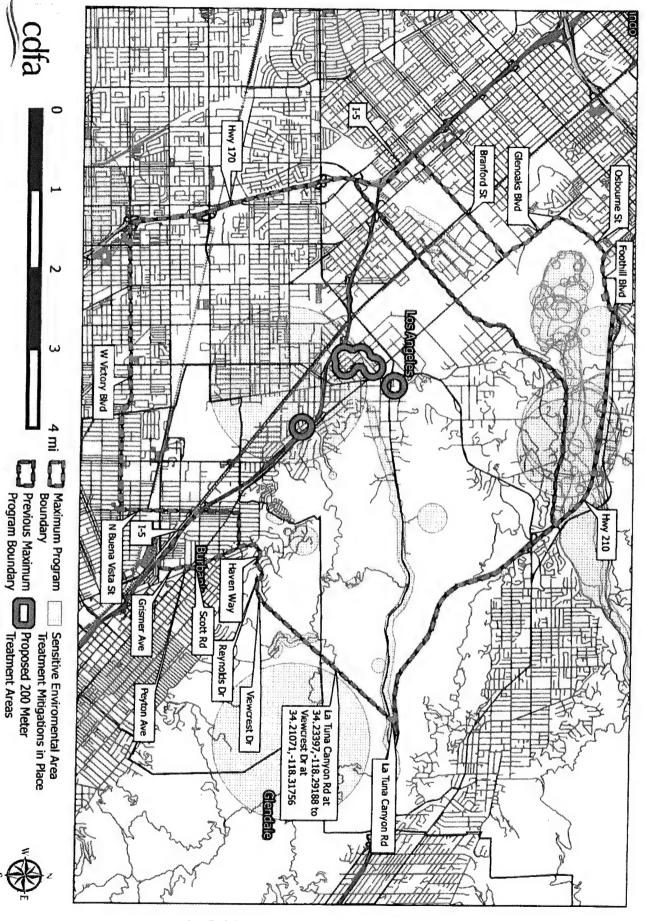
Mediterranean Fruit Fly Notice of Treatment Findings Project SA-7806 Page 4

#### **Duty to Act**

Under my statutory authority, as Secretary of the California Department of Food and Agriculture, I have decided, based upon the likely environmental and economic damage that would be inflicted by an established infestation of the Medfly in this area, that it is incumbent upon me to address this threat.

My duty to act, and this decision, is based upon authority set forth in Sections 24.5, 401.5, 403, 407, 408, 5401-5405, and 5761-5764 of the FAC, authorizing and mandating the Secretary to: thoroughly investigate the existence of the pest; determine the probability of the pest spreading to other areas; adopt regulations (Title 3 of the California Code of Regulations, Section 3591.5) as are reasonably necessary to carry out the provisions of this code; abate a pest from the established treatment area; and, to prevent further economic damage. The program work plan above describes the CDFA's actions that are necessary to mitigate the effects of this pest.

# Mediterranean Fruit Fly Eradication Project Sun Valley, Los Angeles County 2017



### ERADICATION PROJECT WORK PLAN FOR MEDITERRANEAN FRUIT FLY

#### **DETECTION**

#### 1. Detection Trapping

The California Department of Food and Agriculture (CDFA) maintains a cooperative State/County trapping program for various fruit flies to provide early detection of any infestation in the State. Traps are serviced by either County or State personnel and funded by the Department. The Mediterranean fruit fly (Medfly) program uses two types of traps: the cardboard Jackson sticky trap baited with the attractant trimedlure, and the McPhail trap, an invaginated glass flask baited with Torula yeast and borax in water. The Jackson trap is attractive to sexually maturing males, while the McPhail trap is attractive to both sexes of the fly. Traps are hung from branches of host trees at specified densities in susceptible areas of California. County or State employees inspect these traps weekly or bi-weekly throughout the year in southern California and from April or May through October or November in northern California.

#### 2. Intensive Trapping

Intensive trapping is triggered after a single fly is detected. Following confirmation of the specimen, trap densities are increased over an 81-square mile area centered on the detection. Trap densities in the core square mile are increased to protocol levels within 24 hours, while trap placement in the remainder of the delimitation area will be completed from the core outward within 72 hours of the detection. Traps in the core are serviced daily for the first week. Traps in the first buffer zone are serviced every two days, and those in the remainder of the delimitation area are serviced at least once during the first week. After one week of negative finds, trap inspection frequency changes to weekly. Intensive trapping ends after the third complete life cycle following the last fly detected. This time period is determined by a temperature dependent developmental model run by Pest Detection/Emergency Projects Branch in Sacramento.

- Outside of a sterile release area: In the core square mile, 100 ChamP™ traps, baited with three trimedlure plugs each, and 25 Multilure® traps are placed. These Multilure® traps are in addition to the normal complement of detection McPhail traps already in place. In each of the surrounding eight square miles, 50 ChamP™ traps are placed. In the remaining three one-mile deep buffers, Jackson traps are placed at densities of 25, 20, and 10 traps per square mile respectively, going outward.
- Within a sterile release area: Multilure® traps baited with three-component lure are placed over a nine-square mile area around each detection site at a density of 20 per square mile in the core and first buffer. These Multilure® traps are in addition to the normal complement of detection McPhail traps already in place. Existing trimedlure Jackson traps in this nine-square mile area are removed. In the remaining three one-mile deep buffers, Jackson traps are placed at densities of 25, 20, and 10 traps per square mile respectively, going outward. At the cessation of SIT, trap density in the core is changed to 100 ChamP™ traps, baited with three trimedlure plugs each, and 25 Multilure® traps. In each of the surrounding eight square miles, 50 ChamP™ traps are placed and the Multilure® traps are removed.

• Within a preventive sterile release area: Multilure® traps baited with three-component lure are placed over a nine-square mile area around each detection site at a density of 20 per square mile in the core and first buffer, to form a 20-20 array. The McPhail traps deployed for general fruit fly detection are maintained at normal detection levels in the delimitation area. Existing trimedlure Jackson traps in this nine-square mile area are removed. Five Medfly Jackson traps are maintained in each square mile of the remaining delimitation area.

#### 3. Post-Treatment Monitoring

The success of the eradication program is monitored by intensive trapping levels for three life cycles of the Medfly after the last fly has been detected. If no flies are caught during that time, trap densities return to detection levels.

#### 4. Larval Survey

Fruit on a property where a fly has been trapped may be inspected for possible larval infestation. Small circular oviposition scars are occasionally visible indicating an infested fruit. Fruit on properties adjacent to a trap catch may also be inspected. If two or more flies are trapped close to each other, fruit cutting may be extended to all properties within a 200-meter radius of the finds, concentrating on preferred hosts.

#### TREATMENT

#### 1. Sterile Insect Technique

The sterile insect technique (SIT) makes use of sterile male Medflies to prevent the production of viable offspring. The wild female Medflies mate with the sterile males and produce infertile eggs, thereby disrupting the breeding cycle and causing the population to be eliminated. SIT is most effective when used in conjunction with bait sprays to kill existing mated wild female Medflies and to reduce the overall wild adult population density. In order for the technique to succeed, a minimum over-flooding ratio of 100 to 1 should be maintained. The current release rate used is 250,000 males per square mile per week. Sterile flies are released by aircraft within a 3.5-mile radius around each detection site. Releases are repeated every three to four days for two life cycles of the fly (typically four to six months, dependent on temperature).

#### 2. Foliar Spray

The foliage of host trees and shrubs within 200 meters of each detection site will be treated with an organic formulation of spinosad bait spray (GF-120 NF Naturalyte® Fruit Fly Bait) using hand spray or hydraulic spray equipment. Following treatment, completion notices are left with the homeowners detailing precautions to take and post-harvest intervals applicable to any fruit on the property. Treatments are repeated at seven to 14 day intervals for one life cycle of the fly (typically two to three months, dependent on temperature).

#### 3. Host Fruit Removal

If evidence that a breeding population exists on a property (i.e., immature stages, mated female, or multiple adults are detected), host removal (fruit stripping) may be used in conjunction with the other treatment options. All host fruit will be removed from all properties within a 100-meter radius around the detection sites. The fruit is taken to a landfill for burial using regulatory compliance protocols. Fruit removal will occur once at the beginning of the project, but may be repeated if additional flies are detected.

#### SENSITIVE AREAS

The treatment area has been reviewed through consultation with the California Department of Fish and Wildlife's California Natural Diversity Database for threatened or endangered species. The CDFA also consults with the California Department of Fish and Wildlife, the U.S. Fish and Wildlife Service and the National Marine Fisheries Services when rare and endangered species are located within the treatment area. Mitigation measures will be implemented as needed. The CDFA will not apply pesticides to bodies of water or undeveloped areas of native vegetation. All treatment will be applied to residential properties, common areas within residential development, non-agricultural commercial properties, and right-of-ways.

#### **PUBLIC NOTIFICATION**

Any resident whose property will be treated via foliar bait sprays or host fruit removal will be notified in writing at least 48 hours in advance of any treatment, in accordance with Food and Agricultural Code Sections 5779 and 5401-5404. Following the treatment, completion notices are left with homeowners detailing precautions to take and post-harvest intervals applicable to any fruit on the property. For SIT applications, notification is given to the general public via mass media outlets such as newspapers or press releases, and information is posted on the CDFA website at <a href="http://www.cdfa.ca.gov/plant/pdep/treatment/">http://www.cdfa.ca.gov/plant/pdep/treatment/</a>. Information concerning the project will be conveyed directly to concerned local and State political representatives and authorities via letters, emails, and/or faxes. Press releases, if issued, are prepared by the CDFA information officer and the county agricultural commissioner, in close coordination with the project leader responsible for treatment. Either the county agricultural commissioner or the public information officer serves as the primary contact to the media.

# INTEGRATED PEST MANAGEMENT ANALYSIS OF ALTERNATIVE TREATMENT METHODS TO ERADICATE MEDITERRANEAN FRUIT FLY October 2016

The treatment program used by the California Department of Food and Agriculture (CDFA) for control of the Mediterranean fruit fly (Medfly), *Ceratitis capitata* (Diptera: Tephritidae), employs an area-wide sterile fly release technique, complemented with a targeted foliar bait spray treatment using an organic pesticide, and with fruit removal, as needed.

Below is an evaluation of alternatives treatment methods for Medfly which have been considered for eradication programs in California.

#### A. PHYSICAL CONTROL

**Mass Trapping**. This method involves placing a high density of traps baited with an attractive lure in an area in an attempt to physically remove the adults before they can reproduce. For Medfly, the available lures have a limited drawing range of a few yards, and mass trapping has not been shown to be effective at eradicating Medfly populations.

Physical Removal. Physical removal of one or more life stages of Medfly could reduce the population. Adults are mobile daytime fliers, and adults could be netted or collected off of plants. However, due to their ability to fly when disturbed, and the laborious and time prohibitive task of collecting flying insects from numerous properties by hand, it would be highly improbable that all of the adults could be captured and removed. Larvae live inside the fruit, so all potentially infested fruit in the entirety of the eradication area would have to be removed and disposed of in order to eliminate the larvae from the environment. Larvae drop from fruit and enter the soil for pupation, where they are impossible to detect, so soil would need to be removed from beneath trees as well. For these reasons, active removal is not considered to be an effective alternative.

**Fruit Bagging.** Fruit bagging involves individually enclosing each developing fruit in a bag which prevents fruit flies from laying eggs. In order to be effective, frequent monitoring of the bagged fruit is needed to identify and repair damage to the bags before female flies can enter and lay eggs. Fruit bagging is considered an economically inefficient option for area-wide treatment because it is so labor intensive. It is also intrusive to residents, who may oppose having their home grown produce confined inside bags. Additionally, this method may possibly promote the dispersal of female flies in search of egg laying sites, thus spreading the infestation if other treatments are not used outside the fruit bagging area. For these reasons, fruit bagging is not considered to be an effective alternative.

Host Fruit Removal. Removal of host fruits involves the physical removal of all suitable fruit from both the host plant and from the surrounding ground, in order to eliminate developing eggs and larvae. The fruit is collected and double-bagged before being buried in a landfill. CDFA's Medfly program performs host fruit removal within a minimum 100-meter radius of detection sites which are indicative of an active breeding area, such as those with immature stages, a mated female, or multiple adults, as a measure to reduce populations within that area and to prevent spread of flies. Fruit removal is not considered an economically efficient option for area-wide treatment because it is so labor intensive. It is also intrusive to residents, who may oppose losing their home grown produce. Additionally, this method may possibly promote the dispersal of female flies in search of egg laying sites, thus spreading the infestation if other

treatments are not used outside the fruit removal area. For these reasons, fruit removal is most useful as a complimentary treatment to one or more other treatments.

Host Plant Removal. Removal of host plants involves the large scale destruction of plants by either physical removal or phytotoxic herbicides. Host plant removal is not considered an economically efficient option for area-wide treatment because it is so labor intensive. It is intrusive to residents, who may oppose losing their plants. Additionally, this method may possibly promote the dispersal of female flies in search of egg laying sites, thus spreading the infestation if other treatments are not used outside the host plant removal area. And finally, because only the fruit becomes infested, there is no need to remove the entire plant during a temporary eradication project as long as the fruit can be removed.

#### B. CULTURAL CONTROL

**Cultural Control.** Cultural controls involve the manipulation of cultivation practices to reduce the prevalence of pest populations. These include crop rotation, early harvest (i.e., harvesting green fruit before it is suitable for oviposition), using pest-resistant varieties, and intercropping with pest-repellent plants. None of these options are applicable for Medfly eradications in an urban environment with multiple hosts, and may only serve to drive the flies outside the treatment area, thus spreading the infestation.

#### C. BIOLOGICAL CONTROL

**Microorganisms.** No single-celled microorganisms, such as bacteria, have been shown to be effective at controlling Medflies.

Nematodes. No nematodes have been shown to be effective at controlling Medflies.

Parasites and Predators. Parasites and predators are not considered an effective stand-alone eradication method because their success is density dependent; they are more effective against dense prey populations than against light populations, so their effectiveness decreases as the prey populations decline. Although several organisms, such as parasitic wasps, have been investigated as potential biological control agents against exotic fruit fly species, they have only been used in suppression programs and not in eradication programs. Since there is insufficient research documenting their efficacy in an eradication program, using these organisms could lead to the ineffectiveness of the program.

Sterile Insect Technique (SIT). The sterile insect technique (SIT) involves the production and release of reproductively sterile insects, with the goal of preventing reproduction in a pest population via the mating of the sterile insects with the existing field population. SIT is currently used in California's Medfly eradication programs as the overarching area-wide treatment, and has been used as an eradication tool in California since the first Medfly find in 1975. SIT works best when the ratio of sterile Medflies to non-sterile Medflies is high, on the order of 100 to 1. Therefore, SIT is most effective when used in combination with tactics which reduce the standing Medfly population, such as fruit removal targeting eggs and larvae and limited bait sprays targeting adults, especially already mated females. Combining SIT with these tactics has proven effective in preventing the permanent establishment of Medfly in California.

#### D. CHEMICAL CONTROL

Ground Applied Foliar Bait Treatment. Foliar bait treatments use an insecticide mixed with a food attractant in order to kill adults, particularly females which feed more than males. The bait makes the treatment selective for flies, and therefore biological control agents for other pests are not affected. The CDFA uses this treatment to decrease the population density and to target adult life stages which are not susceptible to SIT (e.g., already mated females) in order to contain the population while SIT drives the population to extinction. The foliage of host trees and shrubs within 200 meters of each detection site is treated with an organic formulation of spinosad bait spray (GF-120 NF Naturalyte® Fruit Fly Bait) using hand spray or hydraulic spray equipment. This treatment is repeated at seven to 14 day intervals for one life cycle beyond the last fly detected.

Aerial Applied Foliar Bait Treatment. Aerial application of insecticide and bait combinations have been used by the CDFA in the past for Medfly control, but have not been used since 1994 to 1995 due to the refinement and successful implementation of an integrated approach combining localized controls (limited bait sprays applied by ground-based applicators and host fruit removal) with the overarching area-wide control with sterile insect releases.

Foliar Cover Spray Treatment. Foliar cover spray treatments use a contact insecticide in order to kill adults. This treatment is non-selective and will affect any insects which come into contact with it, including biological control agents for other pests. In order to sufficiently cover an area, much more pesticide must be applied per area than with foliar bait sprays. For these reasons, cover sprays are not used for this program.

**Soil Treatment.** Contact insecticides drenched into the soil have been used against Medfly in the past. The goal is to directly kill larvae entering the soil to pupate, pupae in the soil, and adults emerging from pupae by drenching the soil surrounding host plants. The insecticide previously used for this purpose contains the organophosphate insecticide diazinon. However, this treatment has not been used since 2001 in California because of its environmental toxicity, difficulty in removing all obstructing ground clutter and debris, and a potential lack of effectiveness in the varied soil types found in urban environments.

#### E. RESOURCES

- California Department of Food and Agriculture. 1993. The Exotic Fruit Fly Eradication Program Utilizing Male Annihilation and Allied Methods. Final Programmatic Environmental Impact Report. State of California, Department of Food and Agriculture, Sacramento, California. State Clearinghouse Number 90021212, April 1993. 572 pp. http://www.countvofsb.org/agcomm/fruitfly/ExoticFFEIR.pdf
- California Department of Food and Agriculture. 1994. The Exotic Fruit Fly Eradication Program Using Aerial Application of Malathion and Bait. Final Programmatic Environmental Impact Report. State of California, Department of Food and Agriculture, Sacramento, California. State Clearinghouse Number 91043018, April 1994.
- United States Department of Agriculture. 2001. Fruit Fly Cooperative Control Program. Final Environmental Impact Statement 2001. 385 pp. http://www.aphis.usda.gov/plant\_health/ea/downloads/fffeis.pdf

#### PEST PROFILE

Common Name: Med

Mediterranean Fruit Fly

Scientific Name:

Ceratitis capitata (Wiedemann)

Order and Family:

Diptera, Tephritidae

<u>Description</u>: The adult Mediterranean fruit fly (Medfly) is slightly smaller than a housefly with an average length of 3.5 to 5.0 millimeters. The top of the thorax is black with silver patches and the abdomen is yellowish with two white bands. The wings have brown, yellow, black, and white markings. The female has a pointed, slender ovipositor to deposit eggs beneath the skin of the host fruit. The egg is one millimeter in length, white, cylindrical, and about six times as long as wide. The larva is legless, creamy white in color, and may grow to a length of 10 millimeters. The pupa is encased in a dark brown cylindrical puparium.

History and Economic Importance: The Medfly is native to Africa, and has been accidentally introduced into southern Europe, western Australia, Central and South America, and Hawaii. The Medfly is known to attack over 250 types of fruits and vegetables. A great number of crops in California would be threatened by the introduction of this pest including apple, apricot, avocado, cherry, date, grape, grapefruit, nectarine, orange, peach, pepper, and tomato. Damage occurs when the female lays eggs in the fruit. These eggs hatch into larvae, which tunnel through the flesh of the fruit, making it unfit for consumption. The first California detection occurred in Los Angeles County in 1975, and since that time, additional reintroductions have been delimited and successfully eradicated.

<u>Distribution</u>: Medfly is originally from Africa, and has become established in southern Europe, western Australia, and Central and South America. Its distribution in the United States is restricted to the Hawaiian Islands where it was discovered in 1910.

<u>Life Cycle</u>: Females lay eggs in groups of one to six under the skin of host fruits, and each fly may lay as many as 1,200 eggs in her lifetime. The amount of time it takes for egg development depends on the ambient temperature. The larvae tunnel through the fruit, feeding on the pulp, shedding their skins twice, and emerge through exit holes in seven to 24 days. The mature larvae drop from the fruit and burrow beneath the soil to pupate. In eight to 46 days, the adults emerge from these puparia. The newly emerged females require four to 10 days to mature prior to egg-laying. Breeding is continuous, with several annual generations. The average life span of the adult is about 30 days. Under optimum conditions the entire life cycle may be completed in 30 days, but requires longer time intervals at lower temperatures.

<u>Hosts and Damage</u>: Medfly has been recorded infesting in excess of 250 different types of fruits and vegetables. Fruit that has been attacked may be unfit for consumption due to the larvae tunneling through the flesh as they feed. Decay-producing organisms then enter, leaving the interior of the fruit a rotten mass.

#### Partial Host List

#### Common Name

Almond (with or in husk)

Apple Apricot Avocado Black myrobalan Blueberry

Calamondin orange Cherimoya Cherry, sour Cherry, sweet

Citron Date Palm Eggplant Fig

Grape Grapefruit Guava, common Guava, strawberry

Kiwi Kumquat Lemon Lemon, rough

Lime Loquat

Mandarin orange, tangerine

Mango Mock orange Mountain apple

Natal plum

Nectarine Olive

Orange, king

Orange, sour Orange, sweet

Orange, Unshu

Papaya Peach Pear Pepper

Pepper, tabasco Persimmon, Japanese Plum, Japanese

Plum, prune

Plum, Native American Pomegranate

Prickly pear cactus

Pummelo

#### Scientific Name

Prunus dulcis (= P. amygdalus)

Malus sylvestris Prunus armeniaca Persea americana Terminalia chebula Vaccinium spp. Citrus mitis Annona cherimola Prunus cerasus

Prunus avium Citrus medica Phoenix dactylifera Solanum melongena

Ficus carica Vitis vinifera Citrus paradisi Psidium quajava Psidium cattleianum Actinidia chinensis Fortunella japonica Citrus limon Citrus jambhiri

Citrus aurantiifolia Eriobotrva iaponica Citrus reticulata Mangifera indica Murraya exotica

Eugenia malaccense (=Syzygium malaccensis)

Carissa macrocarpa (=C. grandifolia)

Prunus persica var. nectarina

Olea europaea

Citrus reticulata X C. sinensis (=C. grandifolia)

Citrus aurantium Citrus sinensis

Citrus reticulata var. unshu

Carica papaya Prunus persica Pyrus communis Capsicum annum Capsicum frutescens Diospyros khaki Prunus salicina Prunus domestica

Prunus americana Punica granatum Opuntia spp. Citrus grandis

Quince
Rose apple
Spanish cherry, Brazilian plum
Surinam cherry
Tomato (pink and red ripe)
Walnut, butternut (with or in husk)
White sapote
Yellow oleander, bestill

Cydonia oblonga Eugenia jambos (=Syzygium jambos) Eugenia brasiliensis (=E. dombeyi) Eugenia uniflora Lycopersicon esculentum Juglans spp. Casimiroa edulis Thevetia peruviana



#### Just for you!

Grayce Liu <grayce.liu@lacity.org>

Mon, Sep 11, 2017 at 1:03 PM

To: Seleta Reynolds <seleta.reynolds@lacity.org>

Cc: Claire Bartels <claire.bartels@lacity.org>, Holly Wolcott <holly.wolcott@lacity.org>

;-)

Best,

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



Empower Yourself. Empower Your Community. Empower LA.









[Quoted text hidden]



#### Fwd: Neighborhood Council Motions

3 messages

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott < Holly. Wolcott@lacity.org> Tue, Sep 12, 2017 at 1:11 PM

Hi, Holly,

Hope all is well. FYI - apparently, I am quite the master mind...

Best,

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

200 N. Spring Street. Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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----- Forwarded message -----From: <judyprice1127@aol.com> Date: Tue, Sep 12, 2017 at 12:29 PM Subject: Neighborhood Council Motions

To: paul.krekorian@lacity.org

Cc: Areen.lbranossian@lacity.org, David.Ryu@lacity.org, Sarah.Dusseault@lacity.org, Herb.Wesson@lacity.org, Deron.Willliams@lacity.org, Justin.Wesson@lacity.org, Andrew.Westall@lacity.org, Gilbert.Cedillo@lacity.org,

Arturo.Chavez@lacity.org, Grayce.Liu@lacity.org, Issarkin@gmail.com, judyprice1127@aol.com

#### Dear Paul.

We are at a loss as to what has become of your two motions (15-1022-S2 and 04-1935-S1) regarding the 2016 neighborhood council elections. As we've continued to follow them, we are alarmed with the one regarding online voting (15-1022-S2). It has been totally corrupted by the nonseguitur DONE reports and the "new" Health, Education and Neighborhood Councils Committee (HE&NCC) action. In fact, the Council File title for it has been changed to: Improve Voting Environment / Poll Worker Training / Neighborhood Council Elections. It appears they've combined

the two motions, ignoring 04-1935-S1 and barely addressing online voting and instead, focusing on delaying the 2018 elections to 2019. How improper is that and is it even legal?

It is incredible that the elections delay was even addressed as nowhere on the agendas for the two HE&NCC meetings was it mentioned. We attended the first meeting on August 8 and made public comments, opposing online voting and registering concern that the election delay was even being discussed without being on the agenda. It was a crowded room with most attendees being neighborhood council people who barely addressed the online voting issue but instead spoke in favor of delaying the elections. Neighborhood Councils testified that they didn't have the funds or time to do appropriate outreach for elections in 2018. Say what? That is when they've always been scheduled and is, in fact, also stated in their own Bylaws. That is a flimsy excuse and reprehensible for this "term-grab". The committee did not address the election delay as Chairperson Ryu stated it was not on the agenda and that action would be taken at their next meeting August 22. Adding insult to injury, not to mention being a possible Brown Act violation, Herb Wesson stood up and made a grandstanding speech in favor of delaying the elections.

Since the agenda for the 8/22 meeting of the committee had the same language as the 8/8 meeting regarding your motion and online voting, we did not attend. It stated:

ITEM NO. (5)

15-1022-S2 Continued from 08-08-17

Department of Neighborhood Empowerment and City Clerk reports relative to online voting pilot for Neighborhood Council elections.

We falsely assumed they wouldn't vote on something not properly noticed on the agenda. How wrong we were. They approved the delay in the election and kicked the can down the road on online voting. And to throw a meaningless bone to those neighborhood councils who want an election in 2018 by forcing a **selection** process, rather than a real election, is not a worthy option. Now we feel totally betrayed as stakeholders. As we've said consistently, how fair is it to ask **only** neighborhood councils if they want to extend their terms? Who wouldn't? In good faith, stakeholders elected their representatives to serve for the terms as stated and once again, the ground rules have changed. We dare say, we don't know of a single neighborhood council that had a Townhall meeting or did meaningful outreach to ask stakeholders to weigh in on any election delay. Certainly DONE did not, nor did they recommend that neighborhood councils solicit input from their constituents.

So, here we are. Your motion on online voting has now become about the election delay and is scheduled for the City Council agenda on September 26. Another nail in the coffin for fairness and following the rules.

Here's the way General Manger Grayce Liu manipulated the issue of online voting in her DONE reports on your motion:

**January 1, 2017** - Subject: Report back on Council File 15-1022-S2 regarding online voting pilot for Neighborhood Council Elections

Note: Report did address some of the 2016 online voting problems but also included an overreach in recommendations that alarmed some neighborhood councils, such as reducing the voting age to 12; reducing the number of categories for board seats, etc. Many felt this was a threat to their autonomy and self-determination. Others thought it a diversion tactic from online voting.

August 2, 2017 - Subject: Report on Council File 15-1022-S2 regarding online voting and Neighborhood Council Elections timing

Note: This was the first recommendation regarding delaying the elections from 2018 to 2019. **August 8, 2017** - Subject: Correction to August 2, 2018 (sic) Report on Council File 15-1022-S2 regarding Neighborhood Council Elections timing <u>Note</u>: Correction was to include several more of the neighborhood councils who support an election delay. As stated in the report, of the 96 neighborhood councils, *only* 27 took a position on the issue of an election delay: 15 for a delay to 2019, 5 for 2018 for a one-time three year term, and 7 for other options.

**August 17**, **2017** - Subject: Report back on Council File 15-1022-S2 regarding election outreach funding

Note: Again, recommends election delay to 2019 and no more reference appears regarding online voting. Gone and forgotten!

We appreciate your efforts to right the ship for neighborhood councils but after much delay and tap dancing in her reports, the truth of the matter is that General Manager Grayce Liu has outsmarted us all. It is our belief that DONE pushed for the election delay to allow time to get online voting approved again and to cover for DONE's lack of outreach with and for neighborhood councils.

We welcome your feedback, Paul, but we now feel our only recourse will be to file a Brown Act violation with the District Attorney.

Thank you for all that you do.

Sincerely,

Judy Price Lisa Sarkin

Holly Wolcott <holly.wolcott@lacity.org>
To: Grayce Liu <grayce.liu@lacity.org>

Tue, Sep 12, 2017 at 1:31 PM

Interesting.
[Quoted text hidden]

**Holly Wolcott** <a href="mailto:holly.wolcott@lacity.org">holly.wolcott@lacity.org</a>
To: Shannon Hoppes <a href="mailto:shannon.hoppes@lacity.org">hoppes@lacity.org</a>

Tue, Sep 12, 2017 at 1:31 PM

Fyi [Quoted text hidden]



#### Reminder Bring LACGMA Dues to Meeting Thursday, September 21, 2017

1 message

Grayce Liu <grayce.liu@lacity.org>

Tue, Sep 19, 2017 at 11:00 AM

To: Brenda Barnette <a href="mailto:brenda.barnette@lacity.org">brenda.barnette@lacity.org</a>, Chris Espinosa <a href="mailto:chris.espinosa@lacity.org">chris.espinosa@lacity.org</a>, Danielle Brazell <danielle.brazell@lacity.org>, Doane Liu <doane.liu@lacity.org>, Frank Bush <frank.bush@lacity.org>, Heather Holt <heather.holt@lacity.org>, Holly Wolcott <holly.wolcott@lacity.org>, John Lewis @lacity.org>, "Szabo, John" <jszabo@lapl.org>, Laura Trejo <laura.trejo@lacity.org>, Seleta Reynolds <seleta.reynolds@lacity.org>, Stephen Simon <stephen.simon@lacity.org>, Tony Royster <tony.royster@lacity.org>, Vince Bertoni <vince.bertoni@lacity.org>, Aram Sahakian <aram.sahakian@lacity.org>, Claire Bartels <claire.bartels@lacity.org>, Enrique Zaldivar <enrique.zaldivar@lacity.org>, Michael Shull <michael.a.shull@lacity.org>, Ed Ebrahimian <ed.ebrahimian@lacity.org>, Ralph Terrazas <ralph.terrazas@lacity.org>, Rushmore Cervantes <rushmore.cervantes@lacity.org>, Ted Ross <ted.ross@lacity.org>, Barbara Haywood <a href="mailto:shaywood@lapl.org">glapl.org</a>, Charlie Beck <charlie.beck@lapd.lacity.org>, david.wright@ladwp.com, "FLINT, DEBORAH" <dflint@lawa.org>, gene\_seroka@portla.com, Jan Perry <ian.perry@lacitv.org>, John Reamer <iohn.reamer@lacitv.org>, Nazario Sauceda <nazario.sauceda@lacitv.org>, "Raymond P. Ciranna" <ray.ciranna@lafpp.com>. Tom Moutes <tom.moutes@lacers.org>. Wendy Macy <wendy.macy@lacity.org>. Gary Lee Moore <garv.lee.moore@lacitv.org>

Hi. folks.

Hope all is well. Please remember to bring your LACGMA dues of \$60 to our meeting this Thursday, September 21, 2017 at 11:30 am with Councilmember Monica Rodriguez. You can bring cash or a check made out to LACGMA.

Please let me know if you have any questions. Thank you!

Best.

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012 Office | 213-978-1551 Fax | 213-978-1751 Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org





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### Fwd: Facebook Post Tagging us- Empower LA

4 messages

Midori Connolly <midori.connolly@everyonecounts.com>

Mon, Oct 2, 2017 at 2:54 PM

To: Grayce Liu <Grayce.Liu@lacity.org>, Holly Wolcott <Holly.Wolcott@lacity.org>

Hello there.

I was wondering if the City has a formal response process for this type of mention in social media? We are contemplating whether it's worth responding, but would like unified messaging should we choose to do so.

----- Forwarded message -----

From: Stefanie Histed <stefanie.histed@everyonecounts.com>

Date: Mon, Oct 2, 2017 at 1:49 PM

Subject: Facebook Post Tagging us- Empower LA

To: Katie Jensen <katie.jensen@everyonecounts.com>, James Simmons <james.simmons@everyonecounts.com>,

Midori Connolly <midori.connolly@everyonecounts.com>

Hey guys,

Just starting to review social activity from when I was gone, and this lady wrote this post about us/Empower LA and posted it in three different "downtown LA" type groups. Wondering if we should respond and if so, what we'd want to go with, or just ignore?

Screen shot is attached.

#### Stefanie Histed

Communications & Administrative Manager

#### **Everyone Counts, Inc.**

Leading Election Modernization

Phone: 858-427-4682

Email: stefanie.histed@everyonecounts.com

Website: www.everyonecounts.com









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#### Midori Connolly

Sr. Sales Director

#### **Everyone Counts, Inc.**

High-Integrity, Secure Voting m: 619.517.5916 midori.connolly@everyonecounts.com www.everyonecounts.com

Twitter: @SecureVoting

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Holly Wolcott <holly.wolcott@lacity.org>

Mon, Oct 2, 2017 at 3:03 PM

To: Midori Connolly <midori.connolly@everyonecounts.com>

Cc: Grayce Liu < Grayce.Liu@lacity.org>

Hi Midori,

This is the first I have seen it. I am not planning on releasing anything but will listen to anything you have to say.

#### Holly

[Quoted text hidden]



### Holly L. Wolcott

Email: holly.wolcott@lacity.org

Phone: 213-978-1020

### City Clerk

City of Los Angeles 200 North Spring Street, Rm. 360 Los Angeles, CA 90012





Grayce Liu <grayce.liu@lacity.org> To: Midori Connolly <midori.connolly@everyonecounts.com> Cc: Holly Wolcott < Holly. Wolcott@lacity.org >

Hi, Midori,

Hope all is well. Thanks for the information. These comments are not about your platform as much as it is about the City processes for online voting. I don't usually respond to these only because it ends up becoming a back and forth where no amount of details will change their minds.

Please let me know if you have any other questions.

Best.

Grayce Liu General Manager

#### **Department of Neighborhood Empowerment**

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On Mon, Oct 2, 2017 at 2:54 PM, Midori Connolly <midori.connolly@everyonecounts.com> wrote: [Quoted text hidden]

Midori Connolly <midori.connolly@everyonecounts.com>

To: Grayce Liu <grayce.liu@lacity.org> Cc: Holly Wolcott < Holly.Wolcott@lacity.org> Mon, Oct 2, 2017 at 3:27 PM

Thanks Grayce, that is basically what we were going with, but wanted to be sure we were aligned with the rest of the team!

We'll be looking forward to hearing tomorrow's news... [Quoted text hidden]



## Hermon NC Not Listed For Agenda Subscriptions Via ENS???

Holly Wolcott <holly.wolcott@lacity.org>

Thu, Oct 5, 2017 at 4:17 PM

To: Glenn Bailey <glennbaileyncs@gmail.com>

Cc: Grayce Liu <grayce.liu@lacity.org>, Mike Fong <mike.fong@lacity.org>, HNC@empowerla.org

NC's don't add themselves? I will have to check with staff. I didn't know we did the adding unless Grayce's staff does.

[Quoted text hidden]

Holly L. Wolcott

Email: holly.wolcott@lacity.org

Phone: 213-978-1020

City Clerk

City of Los Angeles 200 North Spring Street, Rm. 360

Los Angeles, CA 90012



## Hermon NC Not Listed For Agenda Subscriptions Via ENS???

Grayce Liu <grayce.liu@lacity.org>

Thu, Oct 5, 2017 at 5:55 PM

To: Glenn Bailey <glennbaileyncs@gmail.com>

Cc: Holly Wolcott <a href="mailto:kolgo.wolcott@lacity.org">holly.wolcott@lacity.org</a>, Mike Fong <a href="mailto:kolgo.wolcott@lacity.org">mike.fong@lacity.org</a>, "HNC@empowerla.org" <a href="mailto:kolgo.wolcott@lacity.org">HNC@empowerla.org</a>

Hi, Glenn,

Hope all is well. Tom is Hermon's rep. I'll ask staff to check with ITA about adding a folder for Hermon on the ENS. I don't think we can add it ourselves.

Please let me know if you have any other questions.

Best, Grayce [Quoted text hidden]

Best.

Grayce Liu General Manager

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### Re: Los Feliz Neighborhood Council 2018 S-Election

Grayce Liu <grayce.liu@lacity.org>

Thu, Nov 2, 2017 at 12:50 PM

To: Linda Demmers <a href="mailto:linda">linda D Cc: NC Support <ncsupport@lacity.org>, "commission@empowerla.org" <commission@empowerla.org>, em@lwvlosangeles.org, Mitch O'Farrell <councilmember.ofarrell@lacity.org>, David Ryu <david.ryu@lacity.org>, Nicholas Greif <nicholas.greif@lacity.org>, Holly Wolcott <holly.wolcott@lacity.org>

Hi, Linda and Luke.

Hope all is well. Thanks very much for the information. I will notify staff so they can begin working with LFNC on your selection.

Please let me know if you have any other questions.

Best.

Gravce Liu General Manager

### **Department of Neighborhood Empowerment**

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[Quoted text hidden]



## Request for Update on Report Back for CF 04-1935-S1

Holly Wolcott <holly.wolcott@lacity.org>

Tue, Dec 19, 2017 at 9:12 AM

To: General Jeff <issuesandsolutions@yahoo.com>

Cc: Grayce Liu <grayce.liu@lacity.org>, Darren Martinez <darren.martinez@lacity.org>, Herb Wesson <herb.wesson@lacity.org>, Mike Fong <mike.fong@lacity.org>, Stephen Box <stephen.box@lacity.org>, Mario Hernandez <mario.hernandez@lacity.org>, Carmen Hawkins <carmen.hawkins@lacity.org>, Mike Feuer <mike.feuer@lacity.org>, Maddox Capri <capri.maddox@lacity.org>, Anna Martinez <anna.martinez@lacity.org>

General Jeff.

Here is a link to the entire Council File in its entirety. https://cityclerk.lacity.org/lacityclerkconnect/index.cfm? fa=ccfi.viewrecord&cfnumber=04-1935-S1

All reports submitted relative to this Council File would be online, as we no longer keep paper copies.

Best,

Holly

[Quoted text hidden]



### Holly L. Wolcott

Email: <a href="mailto:holly.wolcott@lacity.org">holly.wolcott@lacity.org</a>
Phone: 213-978-1020





## City Clerk

City of Los Angeles 200 North Spring Street, Rm. 360 Los Angeles, CA 90012



# Request for Update on Report Back for CF 04-1935-S1

Grayce Liu <grayce.liu@lacity.org> To: Holly Wolcott <holly.wolcott@lacity.org>

Tue, Dec 19, 2017 at 10:43 AM

Thanks, Holly!

Best,

Grayce Liu General Manager

### **Department of Neighborhood Empowerment**

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[Quoted text hidden]



# Request for Update on Report Back for CF 04-1935-S1

Holly Wolcott <holly.wolcott@lacity.org>

Wed, Dec 27, 2017 at 4:56 PM

To: General Jeff <issuesandsolutions@yahoo.com>

Cc: Grayce Liu <grayce.liu@lacity.org>, Darren Martinez <darren.martinez@lacity.org>, Herb Wesson <herb.wesson@lacity.org>, Mike Fong <mike.fong@lacity.org>, Stephen Box <stephen.box@lacity.org>, Mario Hernandez <mario.hernandez@lacity.org>, Carmen Hawkins <carmen.hawkins@lacity.org>, Mike Feuer <mike.feuer@lacity.org>, Maddox Capri <capri.maddox@lacity.org>, Anna Martinez <anna.martinez@lacity.org>

Hi General Jeff,

I hope you are well. I can't look for something that I am not sure exists. Are you stating that you know that the 60 day report back was made in writing and that a written report to your knowledge exists?

In general terms (not related to this file), sometimes reports are made verbally or sometimes the department is unable to comply with the mandate. I just want to make sure I am looking for something that exists.

Thanks,

Holly [Quoted text hidden]



# Request for Update on Report Back for CF 04-1935-S1

Holly Wolcott <holly.wolcott@lacity.org>

Wed, Dec 27, 2017 at 5:49 PM

To: General Jeff <issuesandsolutions@yahoo.com>

Cc: Grayce Liu <grayce.liu@lacity.org>, Darren Martinez <darren.martinez@lacity.org>, Herb Wesson <herb.wesson@lacity.org>, Mike Fong <mike.fong@lacity.org>, Stephen Box <stephen.box@lacity.org>, Mario Hernandez <mario.hernandez@lacity.org>, Carmen Hawkins <carmen.hawkins@lacity.org>, Mike Feuer <mike.feuer@lacity.org>, Maddox Capri <capri.maddox@lacity.org>, Anna Martinez <anna.martinez@lacity.org>

General Jeff.

If we had received the report, we would have placed it on this file, possibly added a sub account, or placed on a new Council File. I have done a key word search and cannot find a match. It is therefore possible that either the Department reported verbally or they did not report back. The best way to find this out is through the Department of Neighborhood Empowerment as I don't have a way to search for a document that we don't know whether or not exists.

Best.

Holly [Quoted text hidden]

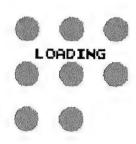


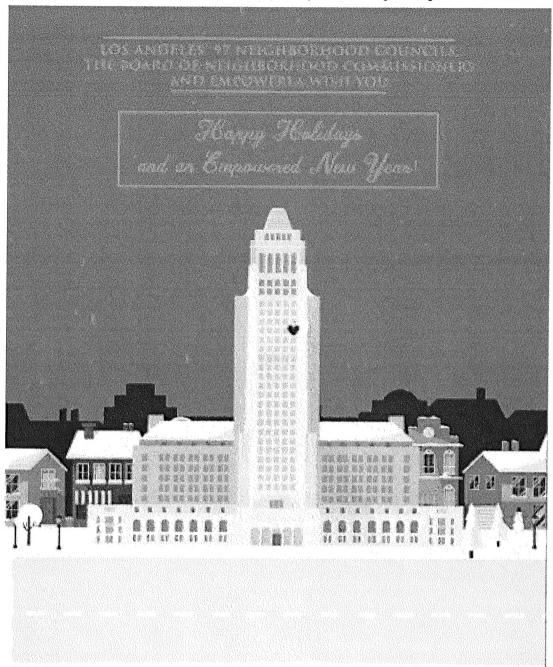
# Happy Holidays From Los Angeles Neighborhood Councils!

1 message

Grayce Liu <grayce.liu@lacity.org> Reply-To: grayce.liu@lacity.org To: holly.wolcott@lacity.org

Tue, Dec 19, 2017 at 1:40 PM





City of Los Angeles, Dept. of Neighborhood Empowerment, City Hall, 200 N. Spring Street, 20th FL, Los Angeles, CA 90012

> SafeUnsubscribe™ holly.wolcott@lacity.org Update Profile | About our service provider Sent by grayce.liu@lacity.org in collaboration with



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## Re Granting of NC funding. Organizations applying for funds it will not manage.

Holly Wolcott <holly.wolcott@lacity.org>

Wed, Dec 20, 2017 at 5:01 PM

To: idatalalla@aol.com

Cc: michael.galano.epnc@gmail.com

Bcc: Shannon Hoppes <shannon.hoppes@lacity.org>, Petty Santos <petty.santos@lacity.org>, Leyla Campos

<leyla.campos@lacity.org>, Grayce Liu <grayce.liu@lacity.org>

Ms. Talalla,

I have asked staff to provide you with any documents that may be responsive to your public records request. We may have additional questions in order to provide you with the any resonsive records. If we have no documents responsive to your request, you will be notified.

The Neighborhood Council Funding group will have more specific information but in general terms a grant that meets a public purpose would not be denied.

Best,

Holly
[Quoted text hidden]



# Re Granting of NC funding. Organizations applying for funds it will not manage.

Grayce Liu <grayce.liu@lacity.org>
To: Holly Wolcott <holly.wolcott@lacity.org>

Wed, Dec 20, 2017 at 5:23 PM

Thanks, Holly! Hope you are feeling better.

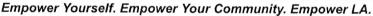
Best,

Grayce Liu General Manager

### **Department of Neighborhood Empowerment**

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[Quoted text hidden]



# Out of the Office Re: Request for Update on Report Back for CF 04-1935-S1

**Grayce Liu** <grayce.liu@lacity.org>
To: holly.wolcott@lacity.org

Wed, Dec 27, 2017 at 4:56 PM

Hi!

Hope all is well. Thank you for your email. I am out of the office and will be back on Monday, January 8, 2018. You can contact Acting General Manager, Thomas Soong, if you have any questions at Thomas.Soong@lacity.org. Questions about Neighborhood Councils can be directed to the Neighborhood Council Support Helpline at NCSupport@lacity.org or by calling (213) 978-1551.

Best,

Grayce Liu General Manager

### **Department of Neighborhood Empowerment**

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